

**Minutes of Ludlow 21 Board Meeting  
15<sup>th</sup> September 2016 at the Feathers Hotel**

Present – Kim Holroyd, John Daniels, Ian Urry, Liz Taylor, Megan Blackmore, Gillian Mortimer, Tish Dockerty

Invited guests – Erica Garner, for Green Festival item

<p><b>1. Welcome, introductions, apologies for absence</b> John Daniels chairing. Welcome to all and introductions. No apologies for absence.</p>	
<p><b>2. Declarations of interest</b> – none declared.</p>	
<p><b>3. Administrative matters</b>  <b>Co-option of new Board members.</b> Liz Taylor was nominated by John Daniels and seconded by Tish Dockerty. All voted in favour, LT formally co-opted to the Board. The Board thanked Liz for her work over the summer to keep things going.  <b>Election of Chair.</b> JD had been interim Chair over the summer. The Board thanked John for this. TD offered to take on the role of Chair for 6 months, if supported by the Board, with a view to developing the Board by recruiting at least 2 new members, including someone willing to be Chair longer term. IU nominated TD as Chair, KH seconded. All voted in favour, TD duly elected as Chair and took over chairing the meeting from this point.</p>	
<p><b>4. Minutes of last board meeting held on 24<sup>th</sup> May 2016</b> The Board agreed that the minutes were an accurate record of the meeting.  <b>Matters arising:</b> JD reported back from the meeting that he TD and Denise Thompson had with Grow, Cook Learn. GCL are looking for interested and knowledgeable individuals to help GCL to grow and progress. L21 will help by publicising GCL's work to members. TD to ask Catherine Collier to send info to MB for circulation.</p>	<b>TD / MB</b>
<p><b>5. Ludlow 21 Structure Review</b> The Board reviewed the existing structure: 5 current Board member, Memorandum and Articles of Association require us to have at least 4. More would be ideal. A number of action groups (the Vision groups) have formed alongside the pre-existing sub-committees. There are also a number of organisations more loosely affiliated with or supported by Ludlow 21. TD suggested that Vision Groups be given the option to become more formal sub-committees, which would require nominating a representative to the Board, or to become an 'affiliated' group which would mean support with grant applications etc. would be available. Decision deferred to the next Board meeting. TD to draft a suggested structure for L21. Board to canvas opinion from members as they see fit.  The Board also considered a request from the Food and Farming group to transfer to a separate Community Interest Company. Board members raised questions on the amount expected to be required by this CIC from Ludlow 21 for set-up costs, and what level of regular donation could be expected back to Ludlow 21. TD pointed out that a decision was needed soon. A decision was deferred until the next Board meeting. Board members are requested to raise any questions with TD between now and the next meeting.</p>	<b>TD / All</b>          <b>All / TD</b>
<p><b>6. Ludlow Green Festival</b> (Erica Garner in attendance for this item) Erica Garner, Chair of the Green Festival Committee, was welcomed to the meeting.</p>	

<p>EG ran through the budget. Still in profit but there has been a deficit over last 2 years. It has been difficult to retain previous levels of sponsorship. One success this year has been sponsorship from Shropshire Housing Group due to activities involving Rockspring residents.</p> <p>Analysis of visitor feedback shows that most people attending were from out of town and had come for a day out. There is a proposed new date for the Festival of 9<sup>th</sup> July, the market square has been booked and previous GF stallholders informed of this date. Planning for this date needs to start very soon. The value of holding the festival in July would be involving schools, colleges and more local people. The date in July coincides with the end of the Fringe. There could be value in partnership with the Fringe organisers.</p> <p>EG felt that it is important to have a Festival co-ordinator, paid or otherwise. Consideration needs to be given to recruiting someone.</p> <p>EG happy to continue as Chair. A stalls co-ordinator and finance/budget person still needed – existing volunteers who are stepping down have indicated their willingness to show new people the ropes.</p> <p>TD proposed calling a separate meeting to plan the way forward. IU keen to involve schools and colleges. IU to follow up with EG in the near future</p> <p>The Board felt it was important to personally thank the committee and volunteers involved in the organisation of this year's festival. EG agreed to pass on a list to the Board and a letter or email will be sent.</p> <p>EG was thanked for attending.</p>	<b>IU</b>
<p><b>7. Financial Matters</b></p> <p>The Management accounts had now been received back from the accountant and had been previously circulated to the Board.</p> <p>Accounts have to be submitted to Companies House by the end of the year.</p> <p>Peter Norman had raised queries about the accounts at the AGM. GM, JD and other Board members have been working to resolve this but points still need to be addressed. JD and GM due to meet on Monday, JD to then arrange a meeting with Peter Norman.</p> <p>GM had also circulated a current Finance report. The Board acknowledged this.</p>	<b>JD</b>
<p><b>8. Severn Rivers Trust Education Centre Proposal</b></p> <p>JD /LT to find out if this consultation is still current and if so to MB to circulate to members.</p>	<b>JD / LT / MB</b>
<p><b>9. Date of Next Meeting</b></p> <p>Thursday 29<sup>th</sup> September, 7.30pm at the Feathers</p>	