

**Minutes of Ludlow 21 Board Meeting
8th December 2016 at the Feathers Hotel**

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

1. Apologies for absence – none	
2. Declarations of interest – none	
3. Minutes of last board meeting held on 22nd November 2016 The Board agreed the minutes as an accurate record.	
4. Matters arising (not elsewhere on the agenda) MB to circulate final accounts to members prior to submission to Companies House. Accountants document has been signed and returned. Insurance – TD had written to insurers to cancel, JD reported refund not arrived yet. TD to chase. MB and TD to draft reply to Graham Lambert’s complaint asap.	MB TD MB / TD
5. Ludlow 21 Structure Review – notification to members TD circulated a summary of progress with the structure review (see appendix). Board to feedback to TD by 16 th December with any comments on document, prior to circulating to members. TD to check with Robin Pote who is to represent Swift Group on Board IU to check with Alan Stewart on current status of Energy group. MB to update @ludlow21 email addresses as necessary JD is now monitoring Green Festival emails	All TD IU MB
6. Financial Matters JD gave an update on current finances as reported to him by Gillian Mortimer. Accounts have now been split between Ludlow 21 and Easy Peasy CIC. Current account balance £685.53, deposit account balance £1,811.36 JD to check with Clare Currant on when membership subs are due and what income is expected this financial year, and invite Clare to a future Board meeting. JD outlined a projected budget for next financial year, taking the 2015/16 figures as a guideline except using 2016 Green Festival figures. The Board thanked JD for his work in putting this together, and suggested some amendments. JD to amend. Nina Foord has agreed to take over as bookkeeper and handover is being arranged with Gillian. JD to invite Nina to a future Board meeting.	JD JD JD
7. Green Festival A meeting was held last week. Erica has written up notes. TD to ask Erica to forward to MB. 2 new people had responded to the advert for a volunteer coordinator, interested in contributing but not necessarily as coordinator. Next meeting 10 th January, to focus on vision and aims of GF. A Green Drinks session earlyish in the new year will focus on the GF.	TD

<p>8. Updates from Ludlow 21 Groups Fair Trade (LT): Traidcraft Christmas Fair was successful. Jenny Hume would like to meet other L21 groups to discuss common ground. FT fortnight coming up in the new year. The group would like a better presence on the L21 website. LT to draft new words.</p> <p>No other updates this time</p>	<p>LT</p>
<p>9. AOB Green Drinks Programme (KH): The Sitting Room is available for Dec & Jan, not known after that as yet. December GD to have a ‘Pre-Green Drinks social’ family friendly event, David and Clare Currant have offered to host. KH and MB to arrange details, MB to send out an invite to members.</p> <p>New Membership Leaflet: TD to circulate for discussion at next meeting</p> <p>Future Newsletters: Board agreed that MB should continue to circulate info by email, but a twice yearly newsletter would be good. IU volunteered to pull this together.</p> <p>Promotion of local businesses: TD had been approached by someone wanting to promote a small green business to L21 members. Board agreed that we could do this provided that the business owner is a L21 member.</p> <p>Update on People’s Alliance for Ludlow: Met recently and had guest from Frome Town Council. Intend to have another meeting involving Gina Wilding from Ludlow TC to inform people of how they can stand for election to the Town Council, with the aim of having every TC seat contested.</p> <p>Strategy: LT proposed this as an item for future agenda.</p>	<p>KH / MB</p> <p>TD</p>
<p>10. Date of Next Meeting Thursday 19th January, Thursday 2nd March, Thursday 6th April, Thursday 18th May</p>	

Appendix

Introducing Ludlow 21's Structure

The Board agreed that it was a good idea to try and simplify and make it easy for everyone to understand Ludlow 21 as an organisation.

Overall Aim of Structure review

To simplify the structure of Ludlow 21 so that it is manageable by a Board of volunteers and allow for progress and energy to take place amongst sub groups,

To ensure that communications are suitable for the type of association that the group have with Ludlow 21

Practical Outcomes

- Make reporting back from subcommittees manageable at board meetings,
- To get some new members for the board;
- Make groups who wish to utilise Ludlow 21's legal status partially responsible for the organisation,
- Allow groups that would like to be associated but not formally part of Ludlow 21 to flourish;
- To allow groups that have 'outgrown' Ludlow 21 to become their own group but still be associated;

Action taken

Write to all groups that are not an existing subcommittee and give them three options:

1. **Ludlow 21 Family Option** If they want to use the name Ludlow 21 in their title and also utilise Ludlow 21's legal status i.e. apply for grants under/ or request sponsorship/ or request sizeable amounts of money from time to time i.e. £50+ then they must nominate someone to be a member of the board, hold regular sub group meetings and submit all minutes and make a short verbal report to the board;
2. **Ludlow 21 Friends Option 1** If they wish to associated with Ludlow 21 but are unlikely to apply for grants but may request small amounts of money from time to time i.e. under £50 at the scrutiny of the L21 board. With no need to be a Board member but must report at least twice a year and always evidence what their money has been spent on to the satisfaction of the board. They can use the term a 'Ludlow 21 Associate' in their sub title.
3. **Ludlow 21 Friends Option 2** Become independent financially and set up their own financial systems and have their own structure but would still like to be associated with Ludlow 21, membership to the Board is optional, reports twice a year to the board. They can use the term a 'Ludlow 21 Associate' in their sub title.

Outcome to Date

Ludlow 21 Family Option now includes:

Green Festival – Contact Erica Garner and representation on Board – All members

Ludlow 21 Transport Group - Contact Denise Thompson and representation on Board Liz Taylor

Fairtrade - Contact Jenny Hume and representation on Board Liz Taylor

Reducing Waste/Re-using/Recycling Chair – Contact Diane Lyle representation on Board Ian Urry

Climate Friendly Diet – Contact Kim Holroyd and representation on Board Kim Holroyd

Ludlow 21 Swifts Group – Contact Robin Pote and representation on Board

Ludlow 21 Education Group – Contact Ian Urry and representation on Board Ian Urry

Incredible Edible Ludlow – Contact Tish Dockerty representation on Board Tish Dockerty

Energy Group – Contact Alan Stewart and representation on Board Ian Urry

Ludlow 21 Friends Option 1

Green Shropshire Exchange - Contact Denise Thompson

Ludlow Car Club - Contact Denise Thompson

Ludlow 21 Friends Option 2

Food and Farming Group – Contact Kate Norman

Situation Analysis

- Ludlow 21 has a number of existing sub committees which include, Fairtrade, Green Festival/Events group, Food and Farming Group who have had at least one if not more representatives on the Board since Company inception in 2006;
- Ludlow 21 have had and still have a number of ‘other’ groups such as Swifts, Transport and Slow Travel, Co- wheels and Recycling that aren’t always formally represented on the board but are closely associated and often make reports to the Board and appear in our Annual reports;
- There are a number of Vision groups that have come about in the last 18 months which include A Climate Friendly Diet, Energy, 3 Rs, Transport that have had representation on the board but currently don’t for the latter three groups;

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