Minutes of Ludlow 21 Board Meeting 24th May 2016 at the Feathers Hotel

Present – Denise Thompson, Jenny Hume, Liz Taylor, Gillian Mortimer, Megan Blackmore, Diane Lyle, Kim Holroyd, John Daniels, Alan Stewart, Tish Dockerty

1. Apologies for absence – none	
2. Declarations of interest – none	
3. Minutes of last Board meeting held on 20 th April 2016 The Board accepted these as an accurate record of the meeting.	
4. Matters arising (not elsewhere on the agenda) Notes of the financial meeting – there were none. Explanatory notes from Peter Norman had been circulated prior to this Board meeting.	
Grow Cook Learn (GCL) – David Chantler had put the proposal discussed at a previous Board meeting to the GCL Board and they were in agreement. GCL Board would like to meet L21 reps to agree a way forward. DT, JD and possibly TD to meet with David Chantler and GCL Board to discuss.	DT, JD, TD
Book keeper. There had been one offer to take on this role, from Chris Deaves. He has been helping with the website so DT felt it might be too much to ask for him to do both roles. The Board were appreciative of Chris's offer and felt we should wait to see if there are any other volunteers before making a decision.	
People and Planet. This is a UK-wide student organisation over 40 yrs old, with 2000 volunteers and active in colleges and universities. Each year they host a summer gathering, this year to take place in Oxford July 7-11. KH proposed that Ludlow 21 sponsor a Ludlow student to attend. Cost £40, student to be 18+ TD queried whether we should also cover travel costs. The Board were in agreement with this in principle. KH to follow up and circulate something for approval.	КН
5. Financial Matters	
GM presented the accounts. The Board approved these and agreed to send them to the accountant. The Board expressed sincere thanks to GM for her hard work. GM offered to continue in her role until the end of the year. Reserves have diminished over the years. Some major expenses over the past few years e.g. film. The Board agreed we need to be clear about the benefits of large expenditure. Also it was suggested that £2,500 be ring-fenced for contingencies.	
TD had previously circulated a set of questions for Vision 21 groups to answer when applying for funding. The Board approved these questions and agreed that a sub-group should be set up to deal with this. JD, GM and KH to form this sub-group. The Board further agreed that: - requests for up to £50 to be dealt with by the sub-group requests for amounts over £50 up to a limit of £500 should require an application form to be filled in and brought to the Board for a decision.	JD, GM, KH
6. Proposal to establish a Vision 21 co-ordination and strategy committee DT had previously circulated a formal proposal. Discussion followed and a number of amendments agreed, as follows: - another more appropriate word be substituted for 'monitor';	

- detail be added about the process of communication, i.e. Vision Groups continue to report to the Board, KH and DT to pass these reports on to the Strategy group; - this arrangement be reviewed in 6 months. DT motioned that the Board adopt this proposal with the amendments as discussed, TD	
seconded. 5 voted in favour, 1 against, 1 abstention. The motion was thus carried.	
7. Review of Ludlow 2040 Meeting held on 19 th May This had been a useful meeting, lots of info exchanged in a very short amount of time. The Board expressed thanks to David for chairing. The result at the end of the meeting was a proposal for a Citizens' Forum. Next steps – David is working on terms of reference for a Citizens' forum (this may not be its final name). Reports from the meeting will all go on the website, and DT had compiled an attendance list.	
8. Green Festival DT has asked for a large Ludlow 21 marquee / gazebo at the GF. What are we going to put in it?	
3Rs – sculpture on subject of endangered species. Transport – electric bikes, vision for area around station. Groups were asked to give thought to what they want to have in this marquee. Board members to co-ordinate input into GF.	All Board
The Board requested a report from the GF committee and felt that this should have been forthcoming earlier. DT to ask for this in next 2 weeks and set up an emergency Board meeting to discuss.	DT
9. Arrangements for AGM Date agreed as 19th July. Venue- Brewery not available (DL had checked). Charlton Arms favourite, AS to book. Gordon Coppock of Kington KLEEN had agreed to attend. L21 will pay travel expenses and provide accommodation.	AS
MB to inform Board what needed in terms of constitution, reports, nomination of Board members for election etc, and prepare agenda.	MB
MB unable to attend. DL offered to minute AGM. Board thanked DL.	
10. Ludlow 21 Leaflet TD presented a draft leaflet to be taken to designers. Some edits to the text were suggested. The Board thanked TD for her hard work. TD will aim to get the leaflet done for the AGM, has quote from Visual Works. TD will continue to keep Board informed / request input as appropriate.	TD
AS circulated a proposal re adoption of Ludlow PoP under the Ludlow 21 umbrella. DL to check whether the Town Council's insurance policy will continue to cover PoP activities. TD to check L21 insurance policy. The Board felt that there should be a nominated person responsible for the organisation of PoP. AS understood that Graeme Perks intended to continue doing this. KH proposed and JD seconded that a decision be deferred until the next Board meeting contingent on:	DL TD
 clarification of the insurance situation reassurance that there is someone prepared to continue running PoP. The Board agreed this proposal. AS to speak to Graeme Perks and invite him or another appropriate person to attend the next Board meeting. 	AS

12. AOB

Rota for attendance at Town Council meetings. DT proposed a rota so that L21 represented at main council meeting every 6 weeks. DL confirmed there are also subcommittee meetings (Planning, Policy and Finance, and Services). DL offered to alert the Board of anything salient on the agenda of committee meetings but there will only be 5 days' notice.

The Board felt that it would be worth waiting on the outcome of the proposed Citizens' Forum.

13. Date of Next Meeting

Green Festival meeting tba

Board meeting 12th July (subsequently cancelled before the production of these minutes) AGM 19th July

Board meetings following the AGM tha by the new Board