

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

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

<b>1. Apologies for absence</b> – Gillian Mortimer	
<b>2. Declarations of interest</b> – none	
<b>3. Minutes of last board meeting held on 15<sup>th</sup> September 2016</b> The minutes were agreed as an accurate record of the meeting.	
<b>4. Matters arising (not elsewhere on the agenda)</b> Letter of thanks to Green Festival volunteers – MB to check with Erica Garner for a list of all the people involved. Finances – JD had attempted to contact Peter Norman but no reply as yet as Peter had been away. JD had spoken to GM and arranged to meet the accountant to clarify the disparities in the figures. JD will contact Peter Norman again following this meeting. The Board thanked JD for his work in following this up.	<b>MB</b>  <b>JD</b>
<b>5. Ludlow 21 Structure Review</b> TD had previously circulated a document clarifying her proposals (see addendum). Discussion followed. Board members expressed some concern about the likelihood of having sufficient individuals willing to represent all sub-committees on the Board and about some of the financial implications and the importance of maintaining the ethos of Ludlow 21 as a whole. Following discussion a motion was proposed by JD and seconded by LT: that the Board take action broadly as proposed in TD's document, and write to existing sub-committees and Vision Groups to ask where they would like to be in the proposed new structure (wording to be agreed). The motion was carried by 4 votes to 1.	<b>Board</b>
<b>6. Request from Food and Farming group</b> TD had circulated a budget (for the proposed new 'Local to Ludlow' shop) from the Food and Farming group related to their request to transfer to a separate CIC independent of Ludlow 21. TD clarified that the likely request from Ludlow 21 for set-up costs would be in the region of £2,700, and that there would be a regular donation to Ludlow 21 but the group were unable to say at this stage what the amount of that donation might be. TD then left the room while the remainder of the Board discussed the request. Members of the Board expressed concerns about the ongoing financial implications for Ludlow 21 due to grant aiding the set up of the CIC and potentially losing regular income from the Food and Farming group. The Board decided that they were prepared to agree to this proposal in principle with the proviso that the new CIC would be able to offer a firm undertaking that the basic running costs of Ludlow 21 could be met. Without such an undertaking the Board felt that it would be irresponsible to take this step. TD to take this back to the Food and Farming committee.	<b>TD</b>
<b>7. Financial Matters</b> – already covered under Matters Arising. Nothing further in the absence of GM.	
<b>8. Green Festival</b> – deferred to next meeting	
<b>9. LTC Calendar of Events</b> The Board agreed not to place any listings or ads in this year's calendar. KH to communicate this to the Town Council.	<b>KH</b>

<p><b>10. Transport Group Poster Request</b>  A request had been received from the Transport Vision Group to approve a poster advertising an event organised by GSX. The Board suggested changing the wording to 'in association with Ludlow 21 Transport Group' and to use a different email address. TD to communicate this back to Denise.</p>	<p><b>TD</b></p>
<p><b>11. 3Rs Group – Green Festival Matter</b>  TD reported that Diane Lyle was disappointed that she had thought she had booked a stall at the Green Festival and this was not forthcoming on the day. Diane then had to fit her display into the Ludlow 21 gazebo and at short notice had to print extra literature printed at a cost of approx £100 and was thus left out of pocket. The Board expressed regret that this had happened and agreed to offer £50 in recompense. TD to communicate this to Diane, JD to arrange payment.</p>	<p><b>TD, JD</b></p>
<p><b>12. Consultation – River Heritage Centre at Dinham</b>  The consultation period for this was believed to have passed.</p>	
<p><b>13. AOB</b>  <b>Communication with members:</b>  MB to email members and supporters updating them on the new composition of the Board and giving a link to the latest Board minutes.  KH passed on an offer from Scarlett Penn to set up a Facebook page for Ludlow 21. The Board asked KH to reply saying yes please.  <b>@Ludlow21.org email addresses:</b>  MB to find out how the admin for these works and arrange for them to be forwarded to appropriate people.  <b>Other matters deferred until next meeting:</b>  Green Drinks Programme  New membership leaflet  Future Ludlow 21 newsletters  Update on People's alliance</p>	<p><b>MB</b>  <b>KH</b>  <b>MB</b></p>
<p><b>10. Date of Next Meeting</b>  Tuesday 1<sup>st</sup> November 2016, 7.30pm, Feathers Hotel</p>	

# Ludlow 21 Structure - Review

## 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;

## 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

## Positive 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;

## Proposed action

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.