**Ilminster Fairtrade Management Committee Meeting**

Thursday 2November, to start at 19:30

Ilminster Bowling and Tennis Club

**AGENDA**

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| **Item** | **Description** |
| **1** | **Welcome and Apologies (RG)** |
| **2** | **Minutes of the Last Meeting (held 23 August 2017)** |
| **3** | **Matters Arising**  *Purpose: To provide an update on progress towards the achievement of agreed actions, where these do not appear as separate agenda items.* |
| **4** | **Future proofing Fairtrade in Ilminster** *(survey document attached)*  *Purpose: To consider the ideas of Management Committee members to ensure the sustainability of Ilminster as a Fairtrade Town; and to review the approach to, and aims of, the community survey.* |
| **5** | **Implementation Plan Project Updates (NW)**  *Purpose: To receive a more thorough update and/or agree next steps, for the following specific activities within the Action Plan:*   * *Goal 1d. Confirmation from TC regarding use of FT products and relevant web links (VK/PB)* * *Goal 1e. Update regarding SSDC procurement referral to Scrutiny (VK/LV)* * *Goal 3a. Review draft Business Offer and agree next steps in its development (attached) (NW)* * *Goal 5a. Agree an approach to a Management Committee Skills Audit/Gap Analysis* |
| **6** | **2017-18 Event Planner**  *Purpose: To review, update and agree the content of the event planner for the remainder of 2017 and looking forward to 2018 and ensure a Fairtrade presence where possible.*   1. *Sainsbury’s Demonstration 28th October 2017 (agree approach to future action of this nature)* 2. *Mayor’s Quiz Night 24th November 2017;* 3. *Christmas Tree Festival, December – Fairtrade Tree entry submitted by Greenfylde;* 4. *South West FT Business Awards 9th March 2018.* |
| **7** | **PR & Communications, including website**  *Purpose: To identify and plan PR activities in relation to the above projects and events and agree any further updates to the website.* |
| **8** | **Treasurer’s Report (CL)**  *Purpose: To receive an update from the Treasurer.* |
| **9** | **Meeting Dates for 2018**  Meeting dates for 2018 to be agreed |
| **10** | **A.O.B.** |

**Updated Actions Log**

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| **Agenda item ref** | **Action** | **Date Agreed** | **Actioned by (date)** | **Who** | **Status Update** |
| 3 | Take more photos of Fair Hair salons for use on Facebook and Website | 02.02.17 |  | NW/DW | In progress |
| 3 | Greenfylde to take on responsibility for Fairtrade Christmas Tree entry | 02.02.17 | 01/12/17 | CO/RG | Application now submitted. |
| 4 | Purchase FT tea/coffee for use in the TC offices; | 02.02.17 |  | PB | VK/PB to update the meeting |
| 4 | Ensure FT logo and links are included on TC website | 02.02.17 |  | PB | VK/PB to update the meeting |
| 4 | Consider Mystery shopper and ‘stock-it’ actions | 02.02.17 |  | DW | LV has skills to conduct Mystery Shopper exercise if progressed. Agree next steps. |
| *4* | *Further scope Shopping Bag Proposal* | *02.02.17* | *30.03.17* | *NW/MFF* | *CLOSE - Considered too costly. See action 4c 25.05.2017 below.* |
| *5c* | *Follow-up with Cllr John Fagan re: Resource Box for Schools funding* | *02.02.17* |  | *PB* | *CLOSE – Other options being explored.* |
| 3 | Mark Hebron will be the next hair salon to feature in our Fair Hair coverage on Facebook | 30.03.17 | TBA | DW/NW | Approach reconsidered. Penhalagans to feature next (with video) |
| *4* | *Draft note to Chairman of SSDC introducing IFT and ambitions for a FT District* | *30.03.17* | *TBA* | *NW* | *CLOSE – Alternative approach adopted.* |
| 4 | Meeting to be arranged with Mark Tobin of the Shrubbery Hotel | 30.03.17 |  | LV | Meeting held, cost a barrier. List of comparably priced suppliers to be provided. Next steps? |
| 10 | Draft a Community Champions brief | 30.03.17 | 25.05.17 | NW | Action outstanding |
| 10 | Publicise search for community champions | 30.03.17 |  | LV - Column | Awaiting above |
| *3* | *Attend SSDC Full Council Meeting on 15th June 2017* | *25.05.17* | *15.06.17* | *RG* | *Close – Meeting attended by RG.* |
| 4c | Discuss potential to print Fairtrade logo/support logo on retailers existing packaging | 25.05.17 | 20.07.17 | DW | On hold |
| *5a* | *Update event planner to reflect decision to piggy-back AGM onto existing community events* | *25.05.17* | *20.07.17* | *NW* | *COMPLETE* |
| 6 | Draft survey questions for review by the Management Committee | 25.05.17 | 20.07.17 | NW | On agenda |
| 6 | Draft business ‘offer’ document for potential business supporters | 25.05.17 | 20.07.17 | NW | On agenda |
| 3 | Provide an SSDC Area West Committee Grant Application Form for funds for the Resource Box for Schools | 23.08.2017 | 26.10.2017 | VK | Not yet received. |
| 3 | Query SSDC decision to take Procurement proposal to Scrutiny Commitee | 23.08.2017 | 26.10.2017 | VK/LV | No update received. |
| 4 | Bring suggestions to the next meeting re sustainability of Ilminster Fairtrade | 23.08.2017 | 26.10.2017 | All | On agenda |
| 5a | Contact CO regarding inclusion of FT in Youth Speaks Competition | 23.08.2017 | 26.10.2017 | NW | Topics are not set or influenced by the school but a parallel project may offer potential for inclusion. |
| 6 | Draft letters to businesses and a press release publicising leaflet distribution and achievements. | 23.08.2017 | 26.10.2017 | All | Agree who is to prepare first draft |