

**Ilminster Fairtrade Management Committee Meeting**

Thursday 10 November, to start at 19:30

Ilminster Bowling and Tennis Club

**AGENDA**

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| **Item** | **Description** |
| **1** | **Welcome and Apologies** |
| **2** | **Minutes of the Last Meeting** |
| **3** | **Matters Arising** |
| **4** | **Implementation Plan Monitoring (NW)**  *Purpose: To review progress against the Action Plan; specifically highlighting achievements to date and any outstanding items for action; including, at this meeting, SSDC support for a Fairtrade District.* |
| **5** | **Specific Project Updates**  *Purpose: To receive a more thorough update and/or agree next steps, for specific activities within the Action Plan.*   1. Road Signs (RG) 2. Fair Hair (DW) 3. Leaflet Reprint (RG/DW) 4. Resource Box for Schools (CO Paper) |
| **6** | **2016-17 Event Planner**  *Purpose: To review, update and agree the content of the event planner for 2016-17 and ensure a Fairtrade presence where possible.*   1. Christmas Tree Festival 2. Fairtrade Fortnight 2017 |
| **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** |
| **9** | **Suggested Meeting Dates for 2017**   * 26th January * 16th March * 14th May * 20th July * 14th September * 16th November |
| **10** | **A.O.B.** |