**Ilminster Fairtrade Management Committee Meeting**

Thursday 18 January 2018, 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 (held 2 November 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** | **Membership of the Management Committee & Fairtrade Community Champions***Purpose: To confirm that a Churches Champion has now been identified, to review the brief for our Community Champions, to agree an approach to the appointment of further Community Champions and, if appropriate, to receive any update from our current Champions.* |
| **5** | **Regional Engagement in Fairtrade Activities** *Purpose: To receive an update from the Chair and Secretary regarding recent discussions with the Bristol Fairtrade Coordinator and proposals regarding regional events, South West Fairtrade Website redevelopment and a collaborative approach to public sector procurement.* |
| **6** | **Fairtrade Status Renewal** *Purpose: To highlight the requirement to renew our application for Fairtrade Town Status in 2018 and review the draft survey, which will inform some of our future actions.* |
| **7** | **Events 2018***Purpose: To discuss and agree next steps in relation to:** *Fairtrade Fortnight (separate meeting currently planned for 8th February);*
* *South West Fairtrade Business Awards 2018;*
* *Literary Festival – Speaker?*
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| **8** | **PR & Communications, including website** *Purpose: To highlight recent PR activity and updates to the website, to consider the suggestion to conduct a focus group session identifying further website improvements, to consider a leaflet reprint prior to Fairtrade Fortnight and to adopt the revised Business Offer document.* |
|  | **Treasurer’s Report** *Purpose: To receive an update from the Treasurer.* |
| **9** | **Meeting Dates for 2018**Meeting dates for 2018 currently planned as follows:8th Feb 2018 – special Fairtrade Fortnight preparation, 15th March, 10th May and 12th July. |
| **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 | Ongoing |
| *3* | *Greenfylde to take on responsibility for Fairtrade Christmas Tree entry* | *02.02.17* | *01/12/17* | *CO/RG* | *Complete – Greenfylde First School provided Fairtrade Tree.* |
| 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 | A link is provided but the logo has not been included. |
| 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. |
| 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 | 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* | *Complete – Agenda item 18.01.2018* |
| 10 | Publicise search for community champions | 30.03.17 |  | LV - Column | Approach to be agreed. Included as an agenda item 18.01.2018. |
| 4c | Discuss potential to print Fairtrade logo/support logo on retailers existing packaging | 25.05.17 | 20.07.17 | DW | On hold |
| 6 | Draft survey questions for review by the Management Committee | 25.05.17 | 20.07.17 | NW | Draft for review 18.01.2018 |
| 6 | Draft business ‘offer’ document for potential business supporters | 25.05.17 | 20.07.17 | NW, RG and DW | Final version for adoption 18.01.2018. To be uploaded to the website once agreed and distributed by RG and DW (see minute 5 02.11.2017). |
| *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* | *Complete - NW obtained, but alternative funding sourced from TC (see below).* |
| 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* | *Complete - Discussed 02.11.2017. Survey to inform next steps.* |
| *5a* | *Contact CO regarding inclusion of FT in Youth Speaks Competition* | *23.08.2017* | *26.10.2017* | *NW* | *Complete - 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 |
| 3 | *Approach Ilminster Town Council for a grant towards to the Fairtrade Resource Box for Schools* | *02.11.2017* | *18.01.2018* | *RG* | *Complete - Application submitted and approved.* |
| 3 | Explore opportunity to include a Fairtrade Topic within the Rotary Club Young Voices Project. | 02.11.2017 | 18.01.2018 | CO | Update to be provided to the meeting 18.01.2018 as appropriate. |
| 4 | Refer to Fairtrade Foundation survey and draft survey questions for review by Roger and Annie Gurner. | 02.11.2017 | 18.01.2018 | NW/RG | Draft survey included on the agenda 18.01.2017. |
| 4 | Include the proposed Community and Business Survey as an agenda/update item on the Chamber of Commerce and Trade’s next agenda. | 02.11.2017 | 18.01.2018 | MFF | ? |
| 5 | PR and Marketing and other skills gaps to be considered during AGM preparations. Item to be included in meetings’ forward plan. | 02.11.2017 | May 2018 | NW | Included in forward plan |
| 6d | Obtain further details regarding eligibility and the application process for the South West Fairtrade Business Awards 2018. | 02.11.2017 | 18.01.2018 | RG/NW | Further information available here - <https://www.bristolfairtrade.org.uk/south-west-fairtrade-business-award> . Agenda item 18.01.2018. |
| 7 | Contact the First Tuesday Coordinator with Fairtrade news content. | 02.11.2017 | Ongoing | RG/NW | Business Awards Press Release shared 15.01.2018. |
| 7 | Update the website | 02.11.2017 | Ongoing | RG/NW | Basic updates complete. Agenda item 18.01.2018. |
| 10 | Follow up with the Warehouse Theatre once ‘Business Offer’ work is complete. | 02.11.2017 | March 2018 | CL | NW attended AGM and discussed potential with Chairman who is now in touch with DW re supplier options. |