**Ilminster Fairtrade Management Committee Meeting**

Thursday 25 May, 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 30 March 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** | **Implementation Plan Project Updates -** *Purpose: To receive a more thorough update and/or agree next steps, for the following specific activities within the Action Plan.*1. Fairtrade Resource Box for Schools – New fundraising ideas (CO);
2. Greenfylde’s Fair Aware Award – Developing wider school links, proposed event (CO);
3. Shopping Bags Proposal (NW)
 |
| **5** | **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. To include a specific focus on:*1. Reflections on AGM and Quiz (All);
2. Preparations and volunteers for IMEX Community Drive (DW);
3. Attendance at next SSDC Full Council Meeting.
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| **6** | **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.*1. Proposal to conduct community survey and agree principles of ongoing community engagement activities based on responses.
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| **7** | **Treasurer’s Report (CL)***Purpose: To receive an update from the Treasurer.* |
| **8** | **Meeting Dates for 2017*** 20th July
* 21st September
* 16th November
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| **9** | **A.O.B.** |

**Updated Actions Log**

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| **Agenda item ref** | **Action** | **Date Agreed** | **Actioned by (date)** | **Who** | **Status Update** |
| *3* | *Chase Chamber contribution* | *02.02.17* |  | *MFF* | *Complete £100 now received* |
| 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 | Action later in year |
| 4 | Purchase FT tea/coffee for use in the TC offices;  | 02.02.17 |  | PB | ? |
| 4 | Ensure FT logo and links are included on TC website | 02.02.17 |  | PB | ? |
| 4 | Consider Mystery shopper and ‘stock-it’ actions | 02.02.17 |  | DW | LV has skills to conduct Mystery Shopper exercise if progressed |
| 4 | Further scope Shopping Bag Proposal  | 02.02.17 | 30.03.17 | NW/MFF | Deferred until 25.05.17  |
| 5c | Follow-up with Cllr John Fagan re: Resource Box for Schools funding | 02.02.17 |  | PB | ? |
| 3 | Mark Hebron will be the next hair salon to feature in our Fair Hair coverage on Facebook | 30.03.17 | TBA | DW/NW | Not started |
| 4 | Draft note to Chairman of SSDC introducing IFT and ambitions for a FT District | 30.03.17 | TBA | NW | Not started |
| 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. |
| *6a* | *Various relating to Easter Egg Hunt* | *30.03.17* | *08.04.17* | *NW/CO/RG/DW* | *Complete* |
| *7* | *Updates to Facebook and Website to reflect actions agreed*  | *30.03.17* | *08.04.17* | *NW/RG/DW* | *Complete* |
| 10 | Draft a Community Champions brief | 30.03.17 | 25.05.17 | NW | In progress |
| 10 | Publicise search for community champions | 30.03.17 |  | LV - Column | Awaiting above |