**Ilminster Fairtrade Management Committee**

**Thursday 16 June 2016**

**MINUTES**

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| **No.** | **Item** | **Actions** |
| **1.** | **Welcome and Apologies** |  |
| 1.1  1.2 | **Present:** Roger Gurner (RG), David Westwood (DW), Mike Fry-Foley (MFF), Claire Oaten (CO), Natalie Wainwright (NW)  **Apologies:** Linda Vijeh (LV), Chris Lawrence (CL) |  |
| **2.** | **Minutes of the last meeting** |  |
| 2.1 | The minutes were accepted as an accurate record of the meeting, held on 11 February 2016. |  |
| **3.** | **Matters Arising** |  |
|  | **3.3** DW reported that the Lemon Tree would be followed-up with another visit, having shown interest in being included, Feast no longer wish to be included and The Retreat will be removed from the website for now, as no firm commitment has been made to serve Fairtrade refreshments.  **3.5** MFF has sent an email to Emma-Jane regarding pitch location. RG has made a formal application for a pitch at Party on the Park.  **4.1/2** RG secured item on the TC agenda and a grant application was submitted for support towards road signage. On Tuesday 14th June, our grant application was accepted and an award of £250 confirmed.  **9.1** – DW has met with Julie Fowler re: the Warehouse Theatre’s involvement. |  |
| **4.** | **Reflections on the AGM and lessons learned** |  |
| 4.1 | Attendance at the AGM was lower than expected. It was suggested that future AGMs be combined with entertainment, e.g. a quiz or food night. This item would be brought back to the next meeting. | NW - Agenda |
| **5.** | **Action Plan and Implementation Plan** |  |
| 5.1 | NW had drafted an implementation plan as a means of monitoring delivery of the Action Plan, which was submitted and approved by the Fairtrade Foundation earlier in the year. Comments and amendments are invited. | NW to circulate revised copy of Plan |
| **6.** | **Priority Projects** |  |
| 6.1  6.2  6.3 | 1. **Road Signs –**   In addition to the successful grant application (referred to under Item 3 above), Ilminster Town Council has granted permission for the road signs to be attached to existing Gateway signage.  Thanks go to Julie Fowler for a personal donation of £50 towards the road signs and to Just Things, who have also pledged £250 towards the full value of one road sign.  Fundraising towards the road signs currently stands as follows:   * £250 – Ilminster Town Council Grant; * £250 – Ilminster Chamber of Trade and Industry; * £250 - Just Things; * £125 – Ilminster Rotary Club (full cost, if can be credited on signage); * £109.77 – Fundraising, includes £57.44 raised from the sale of tea and coffee at the IMEX event.   It was proposed that an approach to be made to the Ilminster Lions Club for a donation.  A firm quote for the purchase and installation is now required.   1. **Fair Hair Campaign**   DW has visited every hairdressing salon in Ilminster and received a very positive response to the project proposal. Adorn and Mark Hebron are ready to start/sign-up now.  DW shared a draft press release. MFF had also submitted his own version. DW agreed to advise hairdressers of the proposed PR plan and give them the opportunity to be photographed and referred to by name within the press release.  The aim is to have all hairdressers on board by Party on the Park, to enable their inclusion in the reprinted leaflet. DW will also need more ‘Ask for Fairtrade Here’ stickers. RG to supply.  A Fair Hair Campaign webpage will be required. NW to include in Website Amendments document and action.   1. **Schools Champion**   CO shared a paper, detailing four separate project proposals: A young person’s Fairtrade Leaflet (led by a resurrected Youth Council); child-friendly web content; a resource box and a scultpture. NW to incorporate projects into Implementation Plan.  CO suggested applying to the Ilminster Education Foundation (IEF) to fund non-curricular activities such as these. Permission would also be required from IEF to install a sculpture in the school grounds.  It was agreed that the first projects to pursue would be the Youth Council Fairtrade Town Leaflet and bid for a Fairtrade Resource Box.  The Management Committee will need to define the key principles or concepts to be incorporated into the design brief for the sculpture. | RG to approach the Lions Club  NW to obtain  DW  RG  NW  NW  All |
| **7.** | **Calendar of Events** |  |
| 7.1  7.2 | NW had prepared a draft Calendar of events, designed to capture events at which Ilminster Fairtrade may wish to have a presence or those that had been organised by Ilminster Fairtrade. Additional suggestions are welcome.  LV had offered to host a fundraising dinner, which should be included in the programme. It was agreed that this should take place in Ilminster, preferably at the Parish Hall, North Street and include an after dinner speaker. A date is sought during the second week of October 2016. RG agreed to contact LV to accept her kind offer. NW would establish whether the Parish Rooms were available. | All  RG  NW |
| **8.** | **Treasurer’s Report** |  |
| 8.1 | RG has requested a full report from CL. RG and CL will meet to ensure that this is presented in such a way that it is auditable. At the AGM a balance of 10pence was reported. This has now risen to £109.77 following the donation from Julie Fowler and fundraising efforts at IMEX. | CL/RG |
| **9.** | **AOB** |  |
| 9.1  9.2  9.3  9.4  9.5  9.6 | DW reminded the Committee of the need to refresh the out of date Ilminster Fairtrade Leaflet. It was proposed that any out of date information be removed and for inclusion: a list of hairdressers supporting the Fair Hair Campaign; supportive businesses in the surrounding area (need to define catchment); retention of some background information; and links to the website. RG will produce a draft leaflet by 11 August meeting.  The cost of production and distribution of leaflets is thought to be £1000.  Other avenues for publicity were noted as follows: First Tuesday; Ilminster Facebook Page; Across the Ile Parish Magazine; reciprocal arrangements with businesses regarding inclusion of web-links.  NW informed the Committee that she had been in discussions with the new Co-Op Community Pioneer, Lisa Egan. Although Lisa would not be able to attend meetings she is happy to be approached (in writing) for support with specific events. NW will pass on a ‘We Support Ilminster as A Fairtrade Town’ Sticker for display.  NW has begun a review of the Website and will circulate a document of proposed changes for review. Comments and suggestions from others are welcome. RG and NW are working through some of these already.  NW advised that she had been contacted by a French Social Entrepreneur enquiring how Fairtrade footballs might be made available within local schools and football clubs. To follow-up.  MFF requested clarification regarding year end. This is considered to be 31st March each year. | RG/DW  NW  NW/All |
|  | The meeting closed at 20.35 **Next Meeting:** 11 August 2016 |  |