**Ilminster Fairtrade Annual General Meeting**

**Monday 23 May 2016**

**MINUTES**

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| **No.** | **Item** | **Actions** |
| **1.** | **Welcome** |  |
|  | Attending:  Roger Gurner (RG), Natalie Wainwright (NW), David Westwood (DW), Linda Vijeh (LV), Claire Oaten (CO); Val Keitch (VK), Chris Lawrence (CL)…Wendy…?  Apologies received: Mike Fry-Foley (MFF) (late arrival) |  |
| **2** | **Ilminster Fairtrade Town Status Renewal – Presentation to Ilminster town Council** |  |
|  | Claire Oaten, Headteacher of Greenfylde First School, presented the newly elected Mayor of Ilminster, Val Keitch, with the Fairtrade Town Certificate, achieved following an application to the Fairtrade Foundation for renewal of the town’s Fairtrade status. VK confirmed that the certificate would be displayed in the Council Chamber. |  |
| **3.** | **Minutes of the previous AGM held on 9 April 2015** |  |
|  | The minutes, which had been made available to the public via the website, were proposed for approval by DW Proposed and seconded by CL. RG signed the minutes as an accurate record. |  |
| **4.** | **Election of Officers to the Management Committee** |  |
|  | Appointments to the Management Committee were made as follows:  **Chairman** – *Roger Gurner* - Proposed by NW, seconded by CL;  **Secretary** – *Natalie Wainwright* - Proposed by RG, seconded by DW;  **Treasurer** – *Chris Lawrence* – Proposed by DW, seconded by NW;  **Trader Liaison** – *David Westwood* – Proposed by RG, seconded by NW;  **Councillor Representative** – *Val Keitch* was confirmed as the co-opted Town Councillor  **Representative of Chamber of Commerce** – *Mike Fry-Foley* was proposed by DW and seconded by CL – subject to confirmation from the Chamber of Commerce  **Schools Champion** -*Claire Oaten* – Proposed RG, seconded DW. |  |
| **5.** | **Activity Reports and Ambitions** |  |
| 5(a) | **Chairman’s report –**  The Chairman highlighted some key changes and achievements since achieving Fairtrade Town Status, including:  A presentation of the Fairtrade Town certificate had been made to the previous Mayor.  Of the 5,000 Fairtrade Town leaflets printed, less than 1,000 remain. A significant number were distributed across South Somerset at the District Council’s Annual Literature event at Haynes Motor Museum.  Ilminster Fairtrade had been represented at a number of events, including: Greenfylde School’s Guinness World Record attempt at 430 school students simultaneously eating a banana. Thanks were due to Tesco for the contribution of bananas.  The position of Secretary had been left vacant and was filled by Natalie Wainwright in October 2015.  Specific ambitions in 2016 include:  Fundraising to install Fairtrade Town road signs at the five entrance roads to the town. Initial quotes of £250/£300 per sign had been received along with commitments to sponsor from the Chamber of Commerce and Rotary. A grant application would also be submitted to the Town Council ahead of their meeting on 14 June; and  Increasing the widespread use of Fairtrade products in the town with plans to approach several large businesses. |  |
| 5(b) | **Secretary**  Relatively new to the role, NW summarised some recent developments in terms of Ilminster Fairtrade’s increased use of Social Media, establishing and maintaining a media contacts database and a review and refresh of the website. LV offered her assistance in this endeavour. |  |
| 5(c) | **Treasurer**  CL confirmed that Ilminster Fairtrade does not hold funds but fundraises for specific projects/activities. At the time of the meeting 10pence was held on account. LV offered to host a fundraising event to raise funds for road signs. |  |
| 5(d) | **Trader Liaison**  DW confirmed that a personalised copy of the Fairtrade Town certificate had been presented to each trader that had supported IFT in the past year.  Additional traders had shown their support since the Fairtrade Town leaflet was printed. Latest: Mikes, Bonners, the Post Office, and new store Enchanted all stock and sell Fairtrade items.  It was suggested that the following businesses be removed from the leaflet and website as they could not confirm their continued support: The Lemon Tree, The Retreat, F.east.  DW explained the intention to broaden the scope of the leaflet and any future reprint to include surrounding villages, to take in Monks Yard and The Trading Post, for example.  DW introduced the new ‘Fair Hair’ campaign for 2016, which will encourage hairdressing salons throughout Ilminster to serve Fairtrade tea and coffee to their customers.  Continue to ask for FT – Leaflets to be available to individuals to challenge local traders.  Proposal from CO to produce a junior version of the leaflet, designed by the children in Ilminster and surrounding schools – involvement of Youth Council  Further proposal to design and create a statue depicting our FT Town status – involvement of PlayArt. Ilminster Education Foundation could provide grant funding |  |
|  | **Ilminster Chamber Liaison**  It was confirmed that the activities of Ilminster Fairtrade are reported at each meeting of the Chamber, which continues to be supportive of the movement within the town. |  |
| **6.** | **Invitation from Richard Godden** |  |
| 6(a) | Proprietor of The Green House Richard Godden was pleased to confirm the official opening of the newly named The Green House Interiors and Coffee House on Monday 30th May. Fairtrade products will be served alongside a vegan, Vegetarian and Gluten free menu. Attendees of the AGM were invited to a preview and refreshments following the meeting.  RG thanked RGo for his invitation and wished them well. |  |
| **7.** | **Date and place of next meeting** |  |
|  | Thursday 16 June, 19:00, Ilminster Bowls and Tennis Club |  |
| **8.** | **Meeting closed 19:45** |  |

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| **Agreed as a fair record.**  **Signed …………………………………………………………. Chairman**  **Dated ………………………………..** |