**Ilminster Fairtrade Management Committee**

**Thursday 2 February 2017**

**MINUTES**

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| **No.** | **Item** | **Actions** |
| **1.** | **Welcome and Apologies** |  |
|  | Attending:  Roger Gurner (RG), Natalie Wainwright (NW), David Westwood (DW), Phillip Burton (PB), Mike Fry-Foley (MFF), Claire Oaten (CO), Chris Lawrence (CL). Apologies: Val Keitch (VK) |  |
| **2**  | **Minutes of Last Meeting** |  |
|  | Agreed as an accurate record. |  |
| **3.** | **Matters arising** |  |
|  | Most items were covered under agenda items.  Item 3. The Warehouse Theatre is currently unable to offer Fairtrade coffee. No commitment has been made to serve Fairtrade tea or wines as yet.Item 5a. Contributions towards the road-signs, which have now all been installed, have been received from Ilminster Town Council and Just Things. Rotary declined the opportunity to support and we are awaiting confirmation from the Chamber of Commerce and Industry;Item 5b. Further publicity is required to promote the Fair Hair campaign, particularly during Fairtrade Fortnight.Item 6a. Although it was agreed not to participate in the Christmas Tree Festival in 2016, CO confirmed that Greenfylde supported four separate trees and would be happy for one of these to be a Fairtrade tree in future. RG has decorations from previous years.Item 10a. Gemma Verdon is apparently taking a lead on this year’s Ilminster Literary Festival. A follow-up meeting would be required with her to discuss links to Fairtrade, i.e. teas/coffees, FT logo included in publicity, etc. | MFF to chase Chamber contribution.NW/DW to take more photos and issue news items via FacebookCO/RG to coordinateRG/DW to meet with organisers and agree contribution |
| **4.** | **Implementation Plan** |  |
|  | NW highlighted the following actions from the plan requiring further attention:* **Goal 1 – Aim d:** Encourage Ilminster Town Council (TC) to expand the range of Fairtrade products it offers and ensure the town’s Fairtrade status is publicised in all Invitations To Tender for goods and services;
* **Goal 2 – Aim a:** To increase the number and range of businesses […] offering FT products **–** The mystery shopper and ‘stock-it’ card activities are yet to be scoped;
* **Goal 2 – Aim d:** To develop the relationship with the Chamber of Commerce and Industry further to maximise the economic and tourism benefits of Ilminster’s FT town status – proposal to sell sustainably sourced Ilminster shopping bags, declaring the town’s FT Town status.
 | PB to purchase FT tea/coffee for use in the TC offices; ensure FT logo and links are included on TC website;DW to considerNW/MFF to prepare proposal for the Chamber by the next meeting. |
| **5.** | **Specific Project Updates** |  |
| 5(a)    | **Leaflet Reprint:** RG had made some amendments to the previous version as per recent conversations with management committee members. MFF had also attempted some updates to the central map and leaflet layout. It was agreed that the map should retain a focus on Ilminster rather than the surrounding area. The National Trust and English Heritage properties should be clearly marked as such.Reference to our innovative Fair Hair campaign should be included although our claims to being the First Fairtrade Town in South Somerset will be dropped, following objections from Castle Cary Fairtrade movement.A final draft of the leaflet will be drafted for approval. The reprint will need to be complete in readiness for Fairtrade Fortnight (end of Feb) at the earliest and the South Somerset Literature Exchange at the latest (end of March). | RG to circulate final proof by 5 Feb for approval by 10 Feb. |
| 5(b)    | **Fairtrade Fortnight:** CO outlined Greenfylde’s extensive plans for Fairtrade Fortnight, including their progress towards the Fair Aware for Schools Award. DW suggested that a Fair Hair leaflet be included with the information that is sent from school to parents. More photos and press releases relating to this campaign would also be issued during the fortnight.NW had a number of suggestions as to how the Fair Break concept could be introduced across Ilminster. A set of proposals will be drafted for consideration by the Management Committee.NW also confirmed that Cheekie Monkeys nursery and pre-school were, once again, keen to support activities during Fairtrade Fortnight.CO suggested that LV may wish to make reference to local FT activities in her Western Gazette column. | CO to refer in her contributions to the Across the Ile Publication, update to the TC and school newsletter.NW to draft proposal and Press Release for comment by 10 Feb.NW to provide resources to Cheekie Monkeys.  NW to follow up.RG/NW to approach Tesco and CO-OP re: hamper or similar |
| 5(c) | **Resource Box for Schools:** CO is still awaiting a response from the Ilminster Education Partnership following her application for funds. It is understood that this project has yet to be discussed by the committee.If funds are not forthcoming, PB suggested approaching the Town Council’s Community Fund.CO is hopeful the other schools in the Education Partnership, that stand to benefit from the above project, will also follow Greenfylde’s lead and apply for a Fair Aware Award. | PB to follow up with Councillor John Fagan as link councillor for schools |
| **6.** | **2016-17 Event Planner** |  |
| 6 (a) | NW has updated the Event Planner and will circulate a revised copy. In addition to Fairtrade Fortnight, the Committee agreed to support the following events in 2017:* South Somerset District Council Tourism Literature Exchange – 28/03
* IMEX Charity Drive;
* Ilminster Literary Festival (dates?)
 | NW to obtain booking form;DW to book Charity Drive spot |
| **7.** | **PR & Communications, including Website** |  |
|  | RG has made some recent updates and amendments. It was agreed more regular updating of the website was required. | NW to upload latest minutes and agendas. RG/NW to meet to discuss. |
| **8.** | **Treasurer's Report** |  |
|  | CL confirmed that Ilminster Fairtrade have a Deposit Account with Harper, Dolman and West. CL is the only signatory on the account.CL presented income/expenditure and balance sheets for all transactions to date. MFF requested that these be broken down by financial year.We currently have a balance of £250, which will cover some of our leaflet print costs.Should funding not be forthcoming for leaflet reprint and resource box, other avenues could be explored. | CL to reformat to show breakdown by financial year.NW will obtain a Local Cause of the Month form from CO-OP.  |
| **9.** | **Suggested Meeting Dates for 2017** |  |
|  | It is proposed that there will be a Management Committee meeting every two months. See agenda for proposed dates in 2017. | All to advise of diary clashes. |
| **10.** | **A.O.B.** |  |
|  | AGM to be held 11 May 2017 as part of wider event, e.g. quiz, meal with speaker (yet to be agreed). | LV to consider options. |
|  | **Date of Next Meeting, 19:30 @ Ilminster Bowling and Tennis Club** | 30 March 2017 |

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