**Ilminster Fairtrade Management Committee**

**Thursday 10 November 2016**

**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).  Apologies: Linda Vijeh (LV), Claire Oaten (CO), Val Keitch (VK), Chris Lawrence (CL). |  |
| **2** | **Minutes of Last Meeting** |  |
|  | Agreed as an accurate record. |  |
| **3.** | **Matters arising** |  |
|  | Most items were covered under agenda items.  The Warehouse Theatre has been approached again to become FT and Andy T is keen. Will compare FT costs against current supplier and update/progress.  It was agreed to postpone the Fairtrade fundraising supper following difficulties securing an appropriate venue and in light of reduced costs for signage (see item 5(a)). To be revisited at a later date. |  |
| **4.** | **Implementation Plan** |  |
|  | Impressive piece of work, which will be referred to at each meeting via a series of highlight reports.  Red items are being addressed.  Encouraging the Local Authorities to become FT will be a priority for 2017. |  |
| **5.** | **Specific Project Updates** |  |
| 5(a) | Road Signs: Now delivered and cheaper than expected. Were supplied directly by Moorelock Signs Ltd, who are the approved SCC supplier.  Black lettering on white background.  Highly reflective but OK.  Signs to hang over the edge of the town entrance flower troughs using innovative, locally sourced, stainless brackets with a large footplate, thus avoiding drilling into troughs, which the TC objected to.  All signs will be in place within a week. Rotary and Chamber of commerce still to confirm their donation. |  |
| 5(b) | **Fair Hair:**  Leaflets have been printed.  Publicity to include a Press release. There is a photo call at Adorn Hairdressers on Tuesday morning.  Too late for Chard and Ilminster edition but useful for other publications.  Major on Fair Hair being a "world first".  RG has informed the Fairtrade Foundation that our project is now live. | MFF to draft press release for 14/11 & send RG/NW a list of press and media contacts.  NW to update FT Facebook page and post to Ilminster FB page.  NW to contact LV about other media contacts. |
| 5(c) | **Leaflet Reprint:**  Proposed revisions to the existing Ilminster Fairtrade Town leaflet were discussed. | RG to circulate leaflet to MFF, DW, NW, and Phil's wife for review/comment. |
| 5(d) | **Resource Box for Schools:**  An application to Ilminster Education Fund for grant has been made by CO/Greenfylde, acting in her role as Fairtrade Champion for Schools, and as an eligible education body.  No response has been received to date. | RG/CO update before next meeting. |
| **6.** | **2016-17 Event Planner** |  |
| 6 (a) | Christmas Tree Festival:  It was agreed not to participate this year. |  |
| 6 (b) | Fairtrade Fortnight 2017:  End February. Plans to be agreed in January/next meeting.  Lots of activities to promote. |  |
| **7.** | **PR & Communications, including Website** |  |
|  | Pop-up signs may be worth considering.  MFF advised he had information quoting 3 for £99. |  |
| **8.** | **Treasurer's Report** |  |
|  | No report.  MFF unhappy there has been no response from Treasurer.  to resolve issue before next meeting. | RG/CL before next meeting. |
| **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.** |  |
|  | Potential to link Ilminster Literary Festival with FT.  e.g. provision of FT refreshments?  Tesco / Coop to sponsor?  Brenda Lake is the contact point. To be discussed further at next meeting. |  |
|  | **Date of Next Meeting** | 26th January 2017 **(Now 2 February)** |

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