**Ilminster Fairtrade Management Committee**

**Thursday 11 August 2016**

**MINUTES**

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| **No.** | **Item** | **Actions** |
| **1.** | **Welcome and Apologies** |  |
| 1.1  1.2 | **Present:** Roger Gurner (RG), David Westwood (DW), Natalie Wainwright (NW) Linda Vijeh (LV), Philip Burton (PB)  **Apologies:** Mike Fry-Foley (MFF), Claire Oaten (CO), Chris Lawrence (CL) |  |
| **2.** | **Minutes of the last meeting** |  |
| 2.1 | The minutes were accepted as an accurate record of the meeting, held on 16 June 2016. |  |
| **3.** | **Matters Arising** |  |
|  | **3.3** DW reported that the Lemon Tree has now confirmed its commitment to selling Fairtrade teas and coffees. They are displaying a Fairtrade sign provided by their suppliers. The Warehouse Theatre have yet to confirm their commitment, but follow-up visits/conversations are planned.  **6.1/2** RG confirmed that he would not be following up with the Lions Club at present. See item 5a. | DW |
| **4.** | **Reflections on the AGM and lessons learned** |  |
| 4.1 | It was agreed that the Committee would endeavour to offer cheese, wine and a speaker, to encourage greater attendance at the next AGM/Open Meeting in 2017. |  |
| **5.** | **Action Plan and Implementation Plan** |  |
| 5.1 | **Road Signs:** RG confirmed a substantial reduction in the anticipated costs of road signs, i.e. £50-£250 per sign, following further communication with County Highways team member, Gary Warren. RG and Gary had met on site to discuss the approach to be adopted at each location. This had been followed up by correspondence confirming Somerset County Council’s preferred option of bolting signs to existing gateway signage. PB confirmed that it would be advisable to go back to Ilminster Town Council to approve any changes to the agreed proposal. The Committee would prefer to identify a joint solution with the Town Clerk and Open Spaces Team to ensure that the signs are not obscured by annual planting. | RG |
| 5.2 | **Fair Hair:** DW has visited all seven hairdressing salons in Ilminster, six of whom have already confirmed their intention to support the campaign. Adorn, in Ditton Street, has already started serving Fairtrade Teas and Coffees and is displaying a window sticker advertising as such.  DW confirmed that MACs printing have offered a preferential rate of £49.00 per 1000 or £69.00 for 5000 double-sided A6 flyers should we wish to produce a campaign-specific flyer. DW to draft flyer.  DW will liaise with MFF regarding media coverage of the campaign, including inclusion in the 1st Tuesday.  DW and NW to drip-feed news via Facebook.  NW to create and publish a campaign-specific webpage.  NW to inform Fairtrade Foundation that campaign has launched. | DW  DW  DW/NW  NW  NW |
| 5.3 | **Fundraising Supper:**  Since the Parish Rooms and Archie Gooch Pavilion were unavailable on the preferred date of 13 October, it was agreed to work on the basis of a fundraising supper being held on Friday 14 October 2016.  NW agreed to follow up her initial enquiry with the Archie Gooch Pavilion to obtain further information regarding capacity and provisions within the function room and to secure a booking.  It was agreed that personal invitations be sent from Committee members. NW would draft an electronic invitation for circulation with RSVP details. Committee members would be encouraged to ‘adopt a table’ for invitation and decoration purposes.  Whilst the dinner would be ‘free’ it should be made clear that this is a fundraising supper, with opportunities for attendees to pledge their financial support on the night, i.e. envelopes on the tables, bank transfer details provided, etc. | NW  NW |
| **6.** | **Party on the Park** |  |
| 6.1  6.2 | It was agreed that Ilminster Fairtrade would have a presence at the forthcoming Party on the Park and a pitch had already been applied for. We are still awaiting confirmation regarding pitch location and whether this will be an improvement on previous years.  A raffle was proposed, which RG will source items for.  LV suggested that DW might like to invite hairdressers supporting the Fair Hair campaign to offer haircuts for a donation. DW to follow up. | RG  DW |
| **7.** | **PR and Communications** |  |
| 7.1 | The updates to the Ilminster Fairtrade website are in hand.  LV confirmed her willingness to assist with the dissemination of Press Releases, etc, but is currently rather busy. NW would share her media contacts list with LV to verify that they are correct.  The leaflet should be revised and reprinted by September/October 2016.  LV also suggested that the Committee might benefit from some pop-up stands for events. | NW/LV  RG/DW |
| **8.** | **Treasurer’s Report** |  |
| 8.1 | In CL’s absence, this item was deferred until the next meeting. |  |
| **9** | **A.O.B.** |  |
|  | LV proposed approaching the Ilminster Education Foundation with a mock-up of the proposed resource box for schools to support a funding application.  LV agreed to speak to Mark at The Shrubbery Hotel in an attempt to get the hotel on board.  RG had drafted a page of text for inclusion in the Ilminster Voice, which was discussed. A simplified and ‘punchier’ version will be submitted. PB offered to review.  Engaging SSDC should be included as a future agenda item. | LV  RG/PB  NW |
|  | The meeting closed at 20.08 **Next Meeting (NEW DATE):** 13 September 2016, 18:30 | |

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