**Ilminster Fairtrade Management Committee**

**Wednesday 23 August 2017**

**MINUTES**

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| **No.** | **Item** | **Actions** |
| **1.** | **Welcome and Apologies** |  |
|  | Attending:  Roger Gurner (RG), David Westwood (DW), Val Keitch (VK), Linda Vijeh (LV), Mike Fry-Foley (MFF), Natalie Wainwright (NW).  Apologies: Chris Lawrence (CL), Claire Oaten (CO), Philip Burton (PB). |  |
| **2** | **Minutes of Last Meeting** |  |
|  | The minutes of the last meeting, held on 25th May 2017 were agreed and signed as an accurate record. |  |
| **3.** | **Matters arising** |  |
|  | The Secretary had appended an Actions log to the agenda.  Agenda item 4 (meeting 02.02.17) – VK agreed to follow up PB’s action and confirm whether Fairtrade teas and coffees had now been purchased for consumption at the Council offices and whether the Fairtrade Town logo and relevant links were now included on the Town Council’s website;  Agenda item 5c (02.02.17) – It was suggested that the Management Committee approach South Somerset District Council’s (SSDC) Area West Committee for a contribution towards the Resource Box for Schools project.  Agenda item 3 (30.03.17) – The video interview with Penhalagans is yet to be actioned.  Agenda item 4 (30.03.17) - RG attended SSDC Full Council Meeting on 15th June 2017. Council Members were supportive, although the item appears to have since been referred to scrutiny. Councillors present were unclear why or when the referral to scrutiny took place and would seek clarification.  Other items on the actions log are yet to be actioned and will be reviewed at the next meeting. | VK  VK to provide application form  DW/NW  VK/LV |
| **4.** | **Future proofing Fairtrade in Ilminster** |  |
|  | DW had recently visited the Fairtrade city of Hull and was disappointed to learn that there was now no visible Fairtrade presence in the city, following the closure of the Fairtrade shop. DW expressed his concern for the future of Fairtrade within communities such as Ilminster. He proposed that Ilminster Fairtrade Management Committee consider its own future take action to ensure it remains sustainable for the long term. Key threats were identified as being: national/international move towards fairly traded goods appearing in press; aging committees; closure of Fairtrade shops and other outlets limiting access to Fairtrade items; difficulties in recruiting new volunteers.  Committee members were asked to consider the issues and potential actions and bring their suggestions to the next meeting. | All |
| **5.** | **Implementation Plan Project Updates** |  |
| **4a** | **Leaflet Reprint**  The majority of the ten thousand Fairtrade Ilminster leaflets have now been distributed across the South West, with the help of Take One Media. Thanks to an anonymous donor, the invoice for £240 has now been paid. |  |
| **5.** | **2016-17 Event Planner** |  |
| **5a** | It was proposed that Fairtrade be adopted as a topic for the successful schools’ ‘Youth Speaks’ competition. | NW to contact CO to determine next steps |
| **6.** | **PR and Communications, including website** |  |
|  | It was agreed that local businesses and residents should be made aware of the free advertising of the town thanks to the reprinted leaflets. Letters to businesses and a press release would be drafted and circulated. | ? to draft |
| **7.** | **Treasurer’s Report** |  |
|  | In the Treasurer’s absence, RG confirmed that the current balance stands at £10, following payment of the Take One Media invoice. |  |
| **10.** | **A.O.B.** |  |
|  | The Ilminster Chamber of Trade and Commerce would welcome more evidence of the benefits of Ilminster’s Fairtrade Town status. RG offered to attend a future meeting if that would be of interest to members. LV suggested that DW open a visitor comments book in the shop as a means of capturing some anecdotal evidence, i.e. individuals choosing to relocate or visit Ilminster because of its status. | RG/DW |
|  | **Date of Next Meeting, 18:30 @ Ilminster Bowling and Tennis Club** |  |
|  | 26 October 2017  16th November 2017 tbc |  |

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