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| **Minutes of Ilminster Fair Trade Steering Group meeting**  **on Tuesday, 9th April 2015.** | |  |
| **Present**: Mike Fry-Foley (Mff), Richard Godden (GG), Roger Gurner (RG), Allison Jarman (AJ), Chris Lawrence (CL), Jon Lewes (JL), David Westwood (DW), Julia Jackson(JJ) | | |
| **No.** | **Item** | **Action** |
| 1 | **Apologies**  Wendy Best (WB), Val Keitch (VK), Sophie Storey (SS). |  |
| 2 | **To accept the Minutes of the previous meeting:**  Proposed: AJ  Seconded: CL |  |
| 3 | **Matters arising:**  The editor of Somerset Life to make presentation of FairTrade certificate to Town Council at the annual Town Council Meeting Greenfylde School, 7.30pm on Tuesday 21st April. To be accepted by the mayor Emma Jane Taylor.  Leaflet had been printed and was well received. Sufficient have been printed for the rest of the year.  It was explained that the surplus that was to be passed to the FairTrade Foundation (FTF) and referred to in the January minutes, was any surplus incurred by the Steering Group upon its dissolution before restructuring as a permanent Ilminster FairTrade Campaign Committee (IFCC). In the event, initial expenditure had been funded by grants and loans from RG and DW. RG and DW had been substantially reimbursed and there was effectively no balance to transfer to the FTF. In the future, the IFCC would have complete discretion over the allocation of any surplus funds, should they arise. It was agreed that the Treasurer should prepare a Financial Statement of the Income and Expenditure for the Steering Group from its inception to its dissolution. | CL |
| 4 | **Report on FairTrade application progress:**  FairTrade status has now been granted. |  |
| 5 | **Report on FairTrade Fortnight events:**  During FairTrade Fortnight the Steering Group had attended two mid-week markets and a Saturday market.  It had also conducted a very successful FairTrade Awareness Day at Greenfylde School where over 350 children had been presented with a banana donated by Tesco in an as yet un-accepted claim to a world record “banana peel”. Work will continue on the record claim. |  |
| 6 | **New Leaflet:**  The leaflet had been well received and was now in numerous shops and in the Local Information Centre at the Arts Centre. |  |
| 7 | **Funding:**  Future funding is only needed for specific activities. One of the ongoing costs would be insurance during any events. This would be through the FTO and cost £30 this year. |  |
| 8 | **Dissolution of Current Steering Group**  It was proposed that with the granting of FairTrade status, the work of the Steering Group was now complete. Maintaining FairTrade status over the following years would fall to a separate organisation. This organisation would retain the name Ilminster Fairtrade, to enable continued use of existing bank account & web address, would adopt a constitution that closely followed the model prepared by the FTF. A copy of the Memorandum and Articles of Association would be circulated before the next meeting before formal adoption.  It followed that the Steering Group should now dis-establish itself. This was moved by CL and seconded by RG and the motion was carried unanimously.  As she was not standing for election to the IFCC, AJ was thanked for her considerable efforts with the Steering Group. |  |
| 9 | **Election of new Group and Officers**  Subject to the formal adoption of the new IFCC constitution, it was agreed that its officers would be:  Chairman: Roger Gurner  Treasurer: Chris Lawrence  Business Coordinator: David Westwood  Secretary: Urgently required??  The Chamber of Commerce would remain as a committee member and Tesco’s Community Champion would be in attendance. |  |
| 10 | **Any other business:**  Proposed Events in 2015:  It was proposed to attend the Lions Fete, Ilminster Midsummer Experience, and Party in the Park. Other community events such as the Carnival and the Victorian Night, were deemed not to be appropriate.  It was noted that it may be possible to attend several other events outside of Ilminster, such as Home Farm Festival on 6 -7th June at Chilton Domer, the Fair Trade Festival in Bristol on 13-15th June, and the Green Scythe Fair at Muchelney on 14th June. It would also be possible to have a place at the Christmas Tree Festival which raised some funds last year.  **Awareness raising activities:**  Signage indicating Ilminster as a FairTrade town is under discussion at both The Trading Post, Lopenhead and at Monks Yard in Horton Cross. The Town Council was unsupportive of a FairTrade Town sign on the town sign at the entrance to the town.  It was proposed to indicate Ilminster’s FairTrade status on Google Maps and ask the Forum to note it on the Town App. It was also suggested that the Town Crier should include the fact in his cry during the Ilminster Town Criers’ Competition.  The Chamber of Commerce had invited Ilminster Fairtrade to give a formal presentation on the activities of FairTrade at its next meeting on 13th May. This was agreed. It was suggested that the Chamber, as a founder member, should be approached for a donation of £100 towards 2015 activities. |  |
| 11 | **Date of next meeting:**  Thursday 21st May, 2015 at 7pm. Venue – the Ilminster Bowls Club House |  |
| **Meeting closed at 20:15** | | |
| **Agreed as a fair record. Signed ………………………… Chair Dated ………………..** | | |