



CALNE Community Area FAIRTRADE Group

www.calnefairtrade.org.uk

NOTES of A Steering Group Meeting

Calne Baptist Church – Thursday 20th September 2018 at 4pm

Those present	Organisation/Position
Penny Errill	CCAFSG Member
Adrienne Darts	CCAFSG Member
Ros Mills	CCAFSG Member
Jenny Woods	CCAFSG Member
Stan Woods	CCAFSG/Chairman
John Boaler	CCAFSG Member
David Evans	CCAFSG Treasurer Parish Councillor Cherhill
Jenny Colby	CCAFSG Member
Jackie Woodward	Minute Taker
Apologies	
Colette Som	CCAFSG Member
Robert Merrick	CCAFSG Member

1. We welcomed Jackie Woodward to the Group.

2. Apologies – as above

3. Minutes of previous meetings – Matters Arising

- a. The minutes of the previous meeting were signed as being an accurate record of the proceedings.

4. Matters Arising

- a. Treasurer: David stated that he still intended to stand down as Treasurer. Stan informed the Group that two people had shown some interest in the position, but as yet no firm decision had been made.
- b. AGM 2018: Stan stated that there had not been at AGM in 2018, due to the Snowy weather delaying the March Fairtrade Fortnight Event until May, consequently we had failed to arrange the AGM.

It was suggested that the 2019 AGM should take place in late April or early May, when the accounts had been finalised. Independently inspected Interim accounts had been circulated up until July 2018; these are as from 01 April 2018. Second half year accounts for the period 1 August 2018 – 31 March 2019 would be presented at the 2019 AGM.



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5. Fairtrade Campaign

Goal 1 – Local Council Support

Parish Councils – reminder sent with explanation about effect of no response.

Goal 2 – A range of Fairtrade Products are readily available

Latest Audits

“Gift Box” does sell Fairtrade goods (Clothing-Earth Squared & Nomads), but these do not bear the Fairtrade Foundation (FTF) Fairtrade mark.

Action: Stan to ask the FTF about their view on this, these in view of the fact that there is a Fairtrade ethos in such shops and we should encourage it.

Cafes: Below the amount of Fairtrade marked goods threshold are: Iceland and Sampaguita.

Stan mentioned that there is no obvious category for Laundramatic, who have for many years allow their premises to be used to sell Fairtrade (TRAIDCRAFT) goods, and the owner uses FT tea and coffee for herself.

Compliant FT Cafes:

Devine on the Green, The Upper Crust Sandwich Bar, Landsdowne Strand Hotel

Goal 3 – Local Workplaces & community organisations support FT using FT products

Churches: Baptist, Methodist, St Edmunds, Dayspring (Derry Hill), St Laurance Hilmarton, Evangelical Church, St Mary's, Holy Trinity & St Peters.

Email follow-up to Rev Linda Carter at Christ Church Derry Hill – no response yet

St Mary's, Holy Trinity and St Peter's have jointly and recently formally committed to the FT scheme from the PCC.

We will follow up to see how they have implemented their resolution before we make our FT Town Application.

Action: Jenny C & Stan

Businesses: With regard to Butfield Breach, Peter has been away from the office due to ill health, so it has not been followed up.

The Christian Bookshop has not yet been formally audited.

Action: Stan

Community Hub: It is believed that the Hub is not now using Fairtrade tea and coffee. Jackie reported that Sainsbury's were no longer donating these to the Hub. Stan will speak to the Sainsbury's manager (there is a new one) to see if they will be donating in future.

Schools: At present we have FT involvement at Hilmarton School, JBS, Guides, St Margaret's and St Mary's through “Thriving Through Venture”



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October Events. St Edmunds now has a new Headmistress and therefore may be interested at a later date. Marden Valley has also appointed a new Head teacher, but at present we will not be approaching them.

Goal 4 – Events and Media Coverage raise awareness & understanding of FT

Ongoing Articles – good coverage for the May Event – archived.
Article written and submitted for October Events.

Goal 5 – Local FT Steering Group represents a range of local organisations/sectors

Still could do with a working school teacher.
Treasurer – see under Matters Arising

Plan to submit “Fairtrade Town” Application

Aim to submit application in November with the hope of an award in time for FT fortnight Feb/Mar 2019. There is usually an 8 week processing period.

In view of us not being able obtain Parish Council commitment to the FT Campaign since starting engagement in September 2017, we will submit a Fairtrade Town application, and make a 2019 plan to get the parishes councils involved.

If we receive the Fairtrade Town award we will inform the Town Council and then the general public. We will need to plan as FT Fortnight event that can go ahead with or without the award.

6. Accounts

David gave the figure of £3073.33p in the account at the present time. There had been a transfer from the Cane Area Board-Local Youth Network of £2433.21p. Stan informed that £2000 of that sum will be spent on quality mounting of the images for the exhibition. The CAB Grant is reserved as per the budget submitted.

7. Fairtrade Events at the Calne Music & Arts Festival (October)

Exhibition of Photography: Stan informed that he had managed to approach JBS for students to help with the exhibition set-up. So far he has had 8 students (all girls) from Year 11/12, most of which are studying Graphics Art & Photography. As the committee is aware some youth involvement was a condition of the grant.



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The Exhibition of Photography will be held from 11am – 4 pm during the period 11th October 2018 to 13th October 2018 in the Baptist Church. The theme is “Images of Stories of lives lived”

Live Event: In the evening of 13th October 2018 there will be a presentation of the “Stories of Lives Lived” with live music provided by Gambian Drummers from Bristol.

Stan has written to some local Primary Schools to invite them to a talk during the Exhibition. No response yet. He will write to all others now to see if there is any interest.

There will be a Private Launch of the Exhibition on Wednesday evening (10th October 2018) for invited guests. The Mayor and Deputy Mayor will not be available to attend this Launch as they will be in the USA on a Twinning visit.

There will be a short talk on the Gambian Experience by Thriving Through Venture. Refreshments will be served.

Invitations will be going out to Chair of Governors of local schools – these will be sent out by Stan. John proposed that perhaps it would be appropriate to invite the managers of Tesco, Co-op etc (local businesses), Area Board Chairman, Unitary Councillors and the Youth Network Reps and the Chairman of Parish Councils.

Action: Stan

It was also proposed that maybe a raffle of a FT hamper and a donation plate be included.

Action: Who?

Stan stated that he would send out a sheet asking for volunteer help at the event, and help with the refreshments on this evening.

Action: Stan

At the end of the exhibition the exhibits will go on to other interested parties, such as Marlborough White Horse Bookshop and schools.

8. Policy and Procedure

This Item was deferred though lack of time.

GDPR is on the website

Equal Opportunities – complete – not yet ratified.

Health and Safety – complete - not yet ratified.

Safeguarding – in progress



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To be finalised at next meeting.

October Events Safeguarding: Stan informed that where Students from JBS were involved in the October events, the school said they would send letters to the parents asking permission for them to attend on their own (all the students are over 16 years of age).

DBS Status of Steering Committee

Stan asked for the DBS/Safeguarding Training status of members of the Steering Committee, which would be helpful when completing our Safeguarding Policy.

Clear DBS: David E, Ros M, Penny E, Jenny W, Jenny C, Stan W and Adrienne D have had this status in the last 2 – 3 years.

Safeguarding Training

Stage 2 and 3: Stan W, Jenny W, Ros M
Stage 1 & 2: Penny E, Jenny C

9. Dates of next Meetings:

Thursday 18th October 2018 @ JBS – 4pm

Tuesday 06 December 2018 – venue to be arranged – 4pm

Meeting closed at 5.20pm.