



CALNE Community Area FAIRTRADE Group

www.calnefairtrade.org.uk

NOTES of A Steering Group Meeting

The John Bentley School, Calne – Thursday 6th December 2018 at 4pm

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

1. **All those present introduced themselves.** David Gillett (to be proposed as new Treasurer) was welcomed to the group.

2. Apologies – as above

Item 6a (Brought Forward). Key Item Bank Signatories

As David Evans needed to leave the meeting early Item 6 was brought forward by the Chairman. The meeting agenda had the resolutions below printed on the back as distributed.

Resolution 1: To Co-opt additional/replacement Officers

David Evans, our Treasurer of many years, having given notice of his resignation at the last meeting, to be effective at this meeting, and therefore before the AGM, a resolution was brought to the meeting by the Chairman to co-opt Mr David Gillett (current Chairman of the Calne Choral Society) as Treasurer to the group:

1a. 'This meeting resolves to co-opt Mr. David John Gillett as Treasurer to the group with immediate effect until the next Annual General Meeting when Officers will be elected.

Proposed by David Evans, seconded by Ros Mills

Unanimously agreed.



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Mrs Collette Som (Vice Chair) having given notice by email on 4th September 2018 of her intention to resign from being Vice Chairman before the AGM, although wishing to remain a committee member, a resolution was brought to the meeting by the Chairman to co-opt Cllr. Christopher John Boaler as Vice Chairman to the group:

1b. 'This meeting resolves to co-opt Cllr. Christopher John Boaler as Vice-Chairman to the group with immediate effect until the next Annual General Meeting when Officers will be elected.

Proposed by Penny Errill, seconded by Caroline Foster

Unanimously agreed.

In addition, the Chairman reminded the meeting that the group did not have an official Secretary and that this made ensuring the meeting was always quorate more difficult since the minimum requirement of a quorum was two officers and an ordinary member. Consequently, the Chairman asked for a member to volunteer to be co-opted as Secretary until the next AGM. Mrs Jenny Colby agreed to take this position:

1c. 'This meeting resolves to co-opt Mrs Jenny Colby as Secretary to the group with immediate effect until the next Annual General Meeting when Officers will be elected.

Proposed by David Evans, seconded by Adrianne Darts

Unanimously agreed.

Resolution 2: Change of Bank Account Signatories

In view of the changes made under Resolution 1 above, changes were required to the Bank Signatories:

*2a. 'This meeting resolves to **add** the following account signatories to the Group's Bank Account:*

Mr. David John Gillett (key contact with account online access) by reason of replacing David Evans as Treasurer.

Cllr Christopher John Boaler (account signatory) by reason of accepting an invitation from the Chairman.

*2b. 'This meeting resolves to **remove** the following signatories from the Group's Bank Account:*

Mr. David Evans by reason of tendering his resignation as Treasurer, and

Mrs. Colette Som by reason of having notified the Group by email on 4th September 2018 of her intention to stand down as Vice Chairman'



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*Proposed Stan Woods, seconded by Adrienne Darts.
Unanimously accepted.*

3. Minutes of previous meetings – Matters Arising

- a. The minutes of the previous meeting were signed as being an accurate record of the proceedings.
- b. One alteration was requested: top of page 3 “Marden Valley” should read “Marden Vale”

4. Matters Arising – from 20th September 2018

Items included on the Agenda

5. Fairtrade Campaign Summary of Progress

Three churches in Calne are supporting Fairtrade.

The Marden Vale Benefice PCC (that is, St Mary's, Holy Trinity and St Peter's) have formally resolved to use Fairtrade tea/coffee/sugar/wine. Steven Colby to check out the Christian Book Shop

(Action: Jenny C)

It was acknowledged that there was not a good enough presence of Fairtrade goods in Calne catering establishments. This will need to be part of the **2019 Action Plan**.

(Action: All)

Ros pointed out that Hilmarton School use a catering company – Dulce-who display the Fairtrade mark on their menus – we will look into this.

(Action: Ros)

A request has been made to the Co-op to supply the Hub with Fairtrade tea/coffee/sugar and possibly biscuits. The Coop responded positively, but will need to consult senior managers before committing - Waiting to hear back on this.

Stan will now go ahead with the 'Fairtrade Town' application – a little later than was originally planned.

(Action: Stan)

At this point, David Evans left the meeting. Thanks were expressed to David for his long standing contribution to the Group. A card would be sent.

6. Budget and Finance

- b. There is a balance of £711.25 which included £500 from *Thriving Through Venture* as the balance of their £1000.00 contribution to the “A Gambian Experience” Photographic Exhibition – reference the Exhibition Accounts.



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Display panels have been purchased at a cost of approximately £78. Present balance therefore approximately £349. The budget for 2019 was not addressed – more at next meeting.

- c. The final project report on the “A Gambian Experience” funding from the Local Youth Network (Calne Area Board) was sent to the CAB and circulated to members.

7. “A Gambian Experience” (two events)

See www.calnefairtrade.org.uk/AGE for details of the Fairtrade element of these events and Gambian overseas projects.

The photographic exhibition launch event held at Calne Baptist Church as part of the Calne Music and Arts Festival was reasonably well attended by invited guests, including two youth representatives from Calne Area Board. The exhibition itself running from Thursday to Saturday morning was not very well attended but those who did come had a genuine interest in photography and the subject. No exhibition special school slots were filled, apart from The John Bentley School who provided three upper 6th formers to arrange and hang the pictures and made an excellent job of it. A emailed letter of commendation was send to the head teacher.

The Saturday Evening Event, however, was very successful with the narration of the life stores and the authentic Gambian band being highlights of the evening. £53 from the raffle went to *Thriving Through Venture*.

Subsequently in December, The John Bentley School has had four students selected for the Gambian Projects trip in 2019. We hope that the Fairtrade Mango project will have moved forward prior to that trip.

The event was generally applauded and thanks expressed to Stan who put in a great deal of effort to prepare for and organise it.

8 Policy and Procedures

Quorate Rules and Number of Officers under the constitution – dealt with earlier under Item 6c.

Health and Safety – this policy is on place

Equal Opportunities - this policy is on place

GDPR – Website - Privacy Policy. There is a simple statement posted on the website to cover this requirement.

Safeguarding (Child and Vulnerable Adults Protection) – may need to revisit this with any future events involving children. Stan commented that the over 16's students who helped with the photographic exhibition came with the full consent of the school and parents. Generally, our direct



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requirement for Safeguarding at present is minimal as we do not run events for unaccompanied minors, our events are public.

9 Fairtrade Fortnight 2019 - 25th February – 10th March

Some discussion regarding what kind of event and venue during FTF. It was felt that the events held at the Town Hall attracted those already interested and supportive of Fairtrade and if we wished to reach out more to the general public, it might be better to use a venue such as the Library – for a display and sale as previously of Fairtrade goods but also put on an event. This will be investigated and we will enquire of Devizes, Marlborough and Corsham if there might be ways of working with them during the week especially regarding sharing a speaker. The shop in Bradford on Avon is worth contacting to see if they supply Fairtrade good on sale or return as well.

(Action: Stan)

Jenny C suggested working more with the schools – particularly assemblies. For the **2019 Action plan** we will need to ramp up our presence in schools above the 2018 level.

(Action: All)

Hopefully, it will also be celebration of Calne being awarded Fairtrade Status!

10. John Bentley Year 8 Fairtrade Day 2019

Stan understood that the John Bentley School are planning to organise a Fairtrade day for Year 8 in 2019 similar to that in 2017 - information from John Boaler.

(Action: Stan to follow up again)

11. AOB – None

12. Dates of next meeting and AGM

17th December 6.00 pm at Woodlands Lodge, Wenhill Lane – expressly to arrange FT Fortnight plans and set dates

10th January 2019 4.00 venue TBA.

AGM – 2nd May 2019 7.00 pm. venue TBA

(Minutes Taken by Jenny Woods)