

Calne Community Area Fairtrade Meeting Thursday 14th February 2019

Present: Jenny Colby, Adrienne Darts, Penny Errill, Caroline Foster, Ros Mills, Jenny Woods, Stan Woods

Meeting to discuss final arrangements for Fairtrade Event, Saturday 2nd March 2019

Confirmed:

- We have been awarded the Grant from Calne Area Board and can go ahead with all the previously agreed arrangements. This award includes money for the Fairtrade Town banners if Calne is approved – if not, we will return the relevant amount.
- A1 posters on order from JAM Prints who have matched priced a quote from Corsham Print. A3 posters printed at Church House. A4 & A5 posters being printed by **Stan. [Done]**
- The projection screen is on order at a cheaper cost of £22 (now received)
- Bunting and Balloons – Caroline has bunting at the Methodist church, will need some strong cord for this and buy some pumps. **(Action: Stan)**
- Stan confirmed the library and Harris room is booked at a combined cost of £68 – David informed.
- Calne Players are booked for a short sketch.
- Barber shop cannot come. Possibility of singers through Caroline contact. **Action: Caroline** [afternote: unfortunately declined as have a previous engagement, but keen to be at a future event.]
- Colouring ACTIVITY sheets available for children, agreed to give out small Fairtrade chocolates with these, no prizes, need a table for this. Print outs and felt tips to be purchased. **(Action: Jenny W)**
- Cake competition – not many entrants so far, at least 5 entrants needed for each age category so need to publicise more – Facebook, Shout out Calne, Sally Fox at Hilmarton, poster to go in Launderette, Town Hall, W.I. Christians in Calne, BBC Wiltshire radio. **(Action: ALL)**
Prizes – Tea for two at Bowood for adults, £30 vouchers for each age categories. **(Action: Penny to get vouchers)**
- Raffle – tickets to be sold only at the event. Prizes so far: Divine Café Voucher, F.T. Easter Egg, Wine pledged, possibly approach wine shop? **(Action: ALL)**
- Celebratory tea: 60 sets (tea cup, saucer and plate) ordered from Bremhill source requiring donation - £20 agreed – suggestion of sugar bowls too. These need to be picked up on Friday 1st March – **Action: Penny will collect.** Ask Mayor to cut cake **(Action: Stan)**
Tea pots and milk jugs from Baptist Church. Serviettes sorted. Robert Merrick has agreed to bake a celebration cake available hopefully on the Thursday – check on size and shape **(Action: Stan)**, Jenny W will ice, **Caroline** offered to pre-make a decoration. Small cakes – **Penny, Jenny C and W, Ros (gluten free too).** Stan will approach Sainsbury's manager to supply FT tea and coffee, [Afternote done – good reception awaiting consideration by higher manager] if not Adrienne will. Decaf coffee, sugar and biscuits, alternative milk from co-op – **Jenny to purchase.** Need to source recyclable paper cups and provide teaspoons. A donation plate will be available. **(Action: ALL)**
- FT film is on order but delayed – awaiting FTF to release.
- Penny and Stan are visiting the library on Tuesday 19th Feb to check kitchen facilities etc – possibly Ros as well.