

NOTES of a Steering Group Meeting - Fairtrade Calne - Action Plan 2017-18

Calne Library (The Harris Room) Friday 14th July 2017 at 11.30am-1.30pm

These notes are not a verbatim record (except for any quoted external sources) of the meeting, but rather a record of agreed positions, actions and outcomes of successive meetings with the intention of progressing the development and use of Fairtrade in Calne Town and Parishes Community Area. Wherever possible, matters arising from a previous meeting will be incorporated as updates in Section B – Action Plan Development and Progress.

Those Present	Organisation/Position
Stan Woods	CCAFSG/Chairman
Adrienne Darts	CCAFSG Member
Steven Colby	CCAFSG Secretary
Colette Som	CCAFSG Vice Chair
John Boaler	CCAFSG Member/Town Councillor
David Evans	Parish Councillor - Cherhill
Jenny Colby	CCAFSG Member
Penny Errill	CCAFSG Member
Apologies	Organisation/Position
Robert Merrick	CCAFSG Member/Town Councillor
Caroline Foster	CCAFSG Member
Jenny Woods	CCAFSG Member

Section A – Previous Meeting's Business

First of all we went round the table introducing each other, telling the meeting how we have been involved with Fairtrade.



There was an article in the Gazette and Herald about the town council passing the FT resolution Stan had proposed. See copy on left-hand side.

1. **Minutes of last meeting (26th May 2017) (acceptance)** – Colette commented that she did not talk about opening a post office account – she actually meant to use the post office in Derry Hill to operate the Co-op account. - page 4, David is looking into this. The minutes were agreed by the 3 people who were present at that meeting, bearing in mind this change.
2. **Matters Arising** – numbered against section in previous minutes to which they relate.
 - 2.1 A list of contact details was circulated.
 - 2.2 David spoke to Ian Thorn, to ask if he would provide a rep for the FT group from the Lib Dems although we noted that Robert Merrick is a Lib Dem. Colette will mention it to Ian at a meeting she is going to tonight where she will see him.
 - 2.3 Stan spoke to John Bowler who has since joined the steering group.

2.4 Calne area board meeting. Stan went to that and received support from the board plus a direct offer of support from Cllr Robert Merrick who has since joined the steering group

2.5 No ideas requested about recruiting new members were sent to Stan.

2.6 Mailing list clean – up Penny has done this. David receives FT foundation info and he forwards it to everyone. Stan requested Penny to send him the updated mailing list.

Action: Penny

2.7 Future meeting notes – action on Colette – but superseded - Stan met with Nikki Kenna (Corsham FT Group) and received very constructive advice about FTF Applications.

3.1 Colette confirmed venue and times for Wilts FT meetings. 19th July at 1:30pm at Springfields campus in Corsham. Open to anyone to come.

3.2 Colette – web site access – Stan has now made contact with Andy Hawkins (a previous contact) who says he can now restore access for us.

4.1 Stan took the action to write to all local schools about FT. Not yet done – however, has visited JBS with John Boaler and emailed the school in Hilmarton. JBS were very keen to start a pupil led FT group. Makes more sense now to write to the schools at the start of the new term, a few weeks into the term.

Action: Stan

4.2 Penny was trying to find a contact at St. Mary's school, the teacher came to the FT fortnight event. No contact found yet.

4.3 Stan has spoken to Springfields at the Calne Fest and also has a contact at St. Edmonds.

Adrienne also has approached the deputy head at St. Edmonds. Adrienne has regular contact there with the children teaching knitting.

4.4 Stan has emailed St. Laurence's church in Hilmarton which is a FT church. The person Stan emailed there knows someone in Hilmarton school so this should give a contact there.

4.5 Dayspring are a FT church.

6.1 Coop bank branches, Stan not a signatory on the account yet – David organising this.

7.1 Letter to council re agenda item at their Full Council Meeting done by Stan.

8.1 New web site is up and running.

9.1 Draft letter to Sainsbury sent – but no response yet. Colette wrote to the CEO of Sainsbury and has had a holding reply to say they will answer all the questions. Colette will circulate when final reply comes. She put the holding reply on our FB page.

3. Secretary Stan spoke to Penny who still wished to stand down as secretary – but not to leave the committee. Steven Colby has offered to stand as secretary. Stan proposed thanks to Penny's efforts as secretary over the years. David proposed Steven as secretary, seconded by Adrienne, there was a unanimous vote of approval.

4. Constitution – Stan had copies of the new constitution for the meeting to look at. There was some discussion about which villages should be included. David suggested that as Yateley is part of the Cherhill parish council it need not be mentioned separately. Add 'Calne' to 'Community area' in section 3. It was noted that media lead is Colette, as well as vice-chair. Also Noted – David is a parish councillor in Cherhill. The member tables will be updated. In section 7 meetings - we needed to decide when is the end of the fiscal year – it was agreed to use 31st March. This will go at the end in the table so the text does not need to change. Under section 12 assets - the FT foundation address should not be put in there, remove it. In-kind income, is anything offered other than cash, such as tea, coffee, raffle prizes, etc. Do we want to account for all volunteer time because some grant applications will take this into account? Given the

above comments David proposed the new constitution be accepted and Colette seconded. Stan will send out a fresh revision for all to check.

Action - Stan

5. Overview of the group objectives - for new members Stan showed the group's vision and purposes – this is in the constitution. As are the group's objectives. These can be added to/amended when required. The importance of photos of all meetings and events was stressed to add to the evidence gathering activities towards Fairtrade status.

Section B – Action Plan Development & Progress

	Detail	Actions
6.	Action Plan for the coming year - FT Goals, metrics and priorities based on our population range is 20-25K as town is 17,274 and parishes together are 4979.	
6.1	Goal 1 – Local Council Support	
	The Calne Area Board have passed a resolution supporting Fairtrade, but the wording may need slight amendment. The Area Board resolution has 'freetrade' and not 'Fairtrade' in the wording! Stan will respectfully request the Area Board to amend its wording.	Stan
	<p>The Town Council gave an enthusiastic response to support our comprehensive resolution passed unanimously with a minor change (see below)</p> <p>Monday 19th June 2017 - Town Council makes a Resolution to agenda item:</p> <p><i>32/17 LETTER CALNE COMMUNITY AREA FAIRTRADE GROUP</i> <i>Cllr Boaler welcomed this proposal and would support it. Cllr Merrick said whilst supporting Fairtrade there was also the need to support local businesses and farmers. Cllr Boaler said that there were different products and supported buy locally where we can. Cllr Merrick said that there was now better information on suppliers. Cllr Couchman agreed with the approach of Fairtrade and buying locally and therefore there was no conflict. Cllr Ansell welcomed the proposal as it encourages the payment of a proper wage and compensation for bad crops.</i></p> <p><i>It was proposed by Cllr Boaler, Seconded by Cllr Merrick and UNANIMOUSLY RESOLVED to support the Fairtrade project and to pass the resolution outlined in the letter with the substitution of "the Council" instead of the "The Mayor".</i> <i>Cllr Boaler and Cllr Merrick are happy to join the steering committee.</i></p>	
	Title of the Fairtrade Award: Up to now we were talking about a FT town and not a zone. Stan will clarify to both town and area that we are talking about a fairtrade zone and not just the town. It was commented that Devizes is a town and includes the villages, as does	Stan will ask the FT foundation to approve

	Corsham. It was felt “zone” is a rather urban term. It was agreed that we would prefer to use the term – community area.	
	Aims Obtain Fairtrade resolutions from the parishes	
	Activities & Metrics Write to the parishes and request to speak at their meetings. These are Calne Without and the other 4 parishes (Cherhill, Derry Hill, Heddington and Compton Bassett and Bremhill). Stan will write to them. Colette will help Stan with her parish, Derry Hill, David will help with Cherhill where he is a Councillor. It was noted that the Area Board will be a good place to make contacts for the parishes.	Stan to write to all Parishes Colette with Derry Hill David with Cherhill
	Measuring Success Getting unanimous resolutions passed by 3 of 5 of parishes.	
6.2	Goal 2 – A range of Fairtrade Products are readily available	
	Aims and Metrics: For retail outlets – we need 4 products in 5 outlets For catering outlets we need 3 products in 3 outlets. Sainsbury’s and Co-op both have FT products. But Sainsbury’s are in the process of moving away from FT products, starting with tea. Robert Merrick is looking at his café in terms of FT supplies of tea and coffee and sugar. Colette spoke of a local guide for buying products wholesale. Stan had provided National guides to wholesale FT goods to Robert. It is understood that Upper Crust is FT, he does some catering for council events. Following this meeting Stan will plan to share out these outlets for all to help approach all the organisations to audit FT. We need to record what we find so that success can be easily measured Other places to check – the Sports Centre, Bowood. A new shop near Sampaguita café called foodalicious. Stan will add to the FT database.	Stan Stan
	Measuring Success Meeting or exceeding the FTF requirements above	
6.3	6.3. Goal 3 – Local Workplaces & community organisations support FT using FT products	
	Metrics Some targets under this goal have been given by FT foundation.	

	<p>Metrics Some targets under this goal have been given by FT foundation. Christian Churches: need 50%, we have 16 churches. Stan has looked for other faiths in the area and has not found any so far. So we need to get 8 on board - it was felt this should be possible as some are already FT. St. Peter's, Holy Trinity and St. Mary's are all one parish and therefore there is only one PCC to approach. Adrienne told the meeting that the PCC voted a long time ago to be a FT church. Also need to approach FOSM (Friends of St. Mary's) as they run events in the church and they do not use FT products. Jenny C has a contact email for FOSM. Salisbury Diocese (a FT diocese) did send out a letter to all parishes last FT Fortnight but there was not much response, Let Stan know if you know of any other faith communities.</p> <p>Aims: Approach ALL Churches Measuring Success: We will meet or exceed the FT target</p>	All
	<p>Schools – 3 secondary, 10 primary. (afternote correction – 4 altered to 3) FTF do not specify how many schools are needed to be active in FT – more about activity – what we are doing with them. FT is on the national curriculum at the moment.</p> <p>JBS have been doing some FT activity for years, they are now looking for a teacher to head up a pupil led group.</p> <p>Primary Schools Aims: Approach all schools with the FT Message. Aim to get schools to stage one FT Schools (Audit) Measuring success for primary schools 50% of schools contacted – 5 schools to mark FT fortnight in some way, assembly, speaker, lesson. If a cake bake then send out to parents to use as much FT ingredients as possible.</p> <p>Secondary Schools Aims: Approach all 3 schools. Attempt to get them to stage one FT Schools (Audit)</p> <p>Measuring success for secondary schools 2 out of 3 secondary schools are involved in a structured FT activity</p>	

	<p>JBS are working towards something for FT fortnight. Also JBS will look at staff rooms with FT tea and coffee and biscuits.</p> <p>Fairtrade Schools Activities & Metrics: First hurdle for this is for school/pupils to do an audit of their school's FT usage.</p>	
	<p>Children & Young Peoples Community Groups Agreed we will approach cubs, scouts, brownies, guides, etc Colette has been into the guides in Calne to talk about chocolate in the past, there is a chocolate badge! Stan lives next to the guide hut so we should be able to get someone in to talk to them. Jenny C can do this.</p> <p>Stan to add these organisations to the database and contact Guides Jenny to prepare something for Guides should an invitation be obtained.</p> <p>We need to get the schools to discuss FT in governor meetings. Stan to suggest in Schools letters</p>	<p>Stan</p> <p>Jenny C</p> <p>Stan</p>
	<p>FT Aids We do as a group own a banana costume. FTF are trying to get more people to commit to buy costumes so they can put in another order. Jenny C has a pop-up banner specifically Traidcraft. We could lend schools a banana costume.</p>	
	<p>FT Ideas We could run an art competition with the schools, posters for FT fortnight, with FT prizes?</p> <p>FT fashion show – would this work at St. Mary's or JBS? We need to work out how to get hold of the clothes for this – there are various suppliers now. Do we know of any FT groups that have recently done this? Penny to look into this. Other questions – when and where to do this. Co-ordinate this with other FT groups in the area.</p>	<p>Penny</p>
6.4	Goal 4 – Events and Media Coverage raise awareness & understanding of FT	
	<p>Aims: To maintain media as relevant and current keeping media informed of our actions Local media – press releases, articles published, event coverage Photography – anyone on the committee interested in this who could do it for us? Penny's partner might be willing. Advertising – banners, posters, stickers, etc. Website Social media – FB, Twitter.</p>	<p>Colette (Media)</p> <p>TBD (Penny) Stan Colette</p>

	<p>Activities & Metrics One Press and radio interview.</p> <p>Measuring Success Press coverage for 50% of press releases and a major event. Radio coverage for a major event. Photographic evidence for 75% of FT related meetings. Photographic evidence for 100% of FT related events.</p>	
6.5	<p>Goal 5 – Local FT Steering group represents a range of local organisations/sectors</p>	
	<p>Metrics In terms of the Steering group we currently have:- Town councillors - 2 out of 19 Parish councils - 1 out of 44 Area board – only 5 who can vote it is the Wiltshire council – so not so important Campaigners – us Schools – a couple of teachers, perhaps some sixth formers – be aware of safeguarding issues in this respect. Churches – 7 members attend local churches Business – 1 – Robert, can we get someone from Coop to come – there is a contact on the distribution. Fairtrade organisation – 3 FT speakers and 2 Traidcraft reps.</p> <p>Aims Actively seek out and encourage representation from each of the local organisations or sectors.</p> <p>Measuring Success To ensure at least two representatives with a remit for each of the local organisations or sectors. Some reps may cover more than one org/sector.</p>	
7	<p>Group Member - Formal Responsibilities</p>	
	<p>Chairman: Stan Woods Vice Chairman: Colette Som Treasurer: David Evans Secretary: Steven Colby County Fairtrade Group links: Colette Som & Stan Woods Fairtrade Foundation links: Colette Som & Stan Woods Local Media: Colette Som Town Council & Education Link: Cllr John Boaler Town Council & Catering & Retail link: Cllr Robert Merrick Calne Area Board link: TBD Town Churches link: Stan Woods Parishes Churches links: TBD Community Organisation links: Selected according to connections Photography: TBD</p>	

	<p>Parishes link: David Evans (Cherhill Parish Councillor)</p> <p>Web Site Pages: Stan Woods</p> <p>Facebook Pages: Colette Som</p> <p>Twitter: Colette Som</p> <p>Event Organisation: Selected according to event, locality and expertise</p>	
	<p>The following comments were made-</p> <p>Add David Evans as a parish councillor.</p> <p>Consider community organisations such as scouts/guides/etc.</p> <p>Twitter – put Colette on this.</p> <p>Add Traidcraft links/speakers</p>	
8.	Budget & Finance	
	<p>Balance £239.24</p> <p>David will get form to put Stan on as a signatory.</p> <p>Stan showed the meeting a draft budget. See embedded attachment.</p> <p>There are grants available from Sun Edison, Colette will let Stan have details.</p> <p>Stan is also looking at Calne Area Board and the Chamber of Commerce.</p> <p>We will create projects in the budget, so we can apply for grants against projects for the overall campaign. There are no FT fortnight expenses in the budget yet, or prizes for competitions. Look at applying to the Town Hall grants for FT fortnight event.</p>	<p>David</p> <p>Colette</p> <p>Stan</p> <p>Stan</p>
9.	Logos	
	<p>Stan showed some examples of a new logo. Altered town to zone – but will look at altering to community area. The top bit of town and parishes was agreed. Black on blue was considered easier to read.</p> <p>Stickers for the windows were shown and agreed – to go into businesses that support it. Don't underline Fairtrade – but put it all in capitals. Also could make images to go on screens, such as in the library.</p> <p>Also stickers saying we sell/serve Fairtrade. Devizes town campaign had these made. We will look into this.</p>	
10.	AOB	
	<p>Colette showed something from Traidcraft encouraging people to write to their MP. This will be circulated by Email.</p> <p>Post meeting note this has been circulated.</p>	
11.	Dates of Next Meetings	
	<p>Friday 8th September 2pm at Calne Baptist Church</p> <p>Friday 17th November 2pm, venue to be announced.</p> <p>Stan to update website</p> <p>Note: Fairtrade Fortnight 2018 - Monday 26th Feb to Sunday 11 March.</p>	Stan



Meeting between Stan Woods, John Boaler and Peter Grant at JBS, taken by JBS business manager.



Above photos are of the meeting to which these notes relate.