

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

Calne Baptist Church Friday 17th November 2017 at 2pm-4pm

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	CCAFSG Treasurer/Parish Councillor - Cherhill
Joanne Brewer	Co-op staff
Penny Errill	CCAFSG Member
Caroline Foster	CCAFSG Member
Apologies	Organisation/Position
Jenny Woods	CCAFSG Member
Jenny Colby	CCAFSG Member
Ros Mills	CCAFSG Member
Robert Merrick	CCAFSG Member/Town Councillor

Section A – Previous Meeting's Business

First of all Stan welcomed Joanne from the Co-op to the meeting. Then we went round the table introducing each other to Joanne.

- 1. Minutes of last meeting (8th September 2017) (acceptance).** The minutes were agreed and duly signed by the chair.
- 2. Matters Arising.**
 - Letters to school, letters sent to the primary schools by Stan. Just gone. St. Mary's to be done as soon as possible. FTF has some FT schools things designed for special needs so Springfields need a special letter. Also need to write to St. Margaret's.
 - Calne area board resolution wording regarding serving FT tea and coffee, Stan has written to them but no response yet – needs chasing. David will speak to Jane Vaughan about it. Stan will ask Tom Rounds to ask at the meeting.
 - FT audit – sharing out the tasks – this will be done late in the meeting.
 - Stan spoke to the guides who would not divulge the leader's contact details, Stan gave them his details but he has not heard back yet.
 - Fashion show research – not yet been done. Penny will research this.

- Grant application – awarded £880 from the Calne Area Board – now in our account. Mainly for advertising, banners, etc.
- Grant application – Town Hall costs awarded for FTF event on Sat 3rd March - £280. They don't give us the money, they wrote to say venue is confirmed and paid for.
- Section 106 money – not possible to use this for our purposes of educational prizes. It has to be site specific in the locality of the development. Our use is too broad for this type of funding . Need to look elsewhere.
- Stan asked Joanne if the Coop do small packs of FT chocolate to give away in town when promoting the campaign during the lantern parade, Sat 2nd Dec. Joanne will check what is available. She will contact Stan by email.
- Policy and procedure – to be dealt with later.
- Stan reported that the Website has been updated and altered; the deep header has been altered to a thin bright header along the top.

- Policies and Procedures

Health and Safety policy – drafted – will circulate.

Child protection/safeguarding – drafted. How will our work in schools be affected by this? Will we need DBS? Where we work with schools there would be a teacher present. Need to take advice on this.

Equal opportunity policy – drafted.

Public Liability Policy – not started – perhaps include some words in the constitution cover this.

May be more cost effective to buy PL insurance as one off per event. This was done for last years FTF event through the FT foundation.

Should check if all our stall holders have public liability cover at any event that we run.

Check the small print of our public liability policies to see if they are covered by ours or need our own.

Stan will check this. Then include in our constitution.

PL and Employers Insurance for volunteers – requirements for volunteers? Needs looking into.

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	
	<p><u>Update</u></p> <p>Cherhill council invite received, but problems with the parish council as parish clerk died in post. No other parish councils have been in touch, all were at the meeting on 5th Sept. Stan will write as a reminder.</p> <p>Tangible support from Area Board and Town Council in the form of awarded grants.</p> <p>Cllr Glenis Ansell has been appointed deputy mayor so will be next mayor in May 2018, she is supportive of Fairtrade.</p>	Stan
	<p><u>Aims</u></p> <p>Action – chase parish councils on committing to FT Campaign.</p> <p>Chase contacts about serving Fairtrade tea and coffee in appropriate locations.</p>	
	<p><u>Measuring Success</u></p> <p>Attempts to secure resolutions from all parishes</p>	
6.2	Goal 2 – A range of Fairtrade Products are readily available	
	<p>Aims and Metrics:</p> <p>For retail outlets – we need 4 products in 5 outlets For catering outlets we need 2 products in 3 outlets. This is quite a low bar to start with.</p> <p>To date we have audited:</p> <p>2 Retail outlets with more than 4 products 1 Catering outlet with more than 2 products</p> <p>Stan to check with FTF about the parish expectations. Some of the parishes have very few if any outlets.</p> <p>Stan audited Divine on the Green café and had a chat with them. FT tea bags, FT sugar and use FT bananas in their banana cake. Coop and Sainsbury's are way above what is needed. We have inventory of own FT goods from Coop – but would like the branded as well. Also more FT wine in Sainsbury's. A discussion of whether Green and Blacks counts now – as Cocoa Life is accepted by FTF. Stan will check with FTF.</p>	<p>Stan</p> <p>Stan</p>

	Stan has Sainsbury's FT and fairly traded product inventory.	
	<p><u>Measuring Success</u> Meeting or exceeding the FTF requirements above Measuring success – continue the audits, Stan gave out a list of priority 1 and 2 sites to the meeting. Stan has created an audit form to cover several goals. This can be filled in when we do an audit. Stan talked us through the form. There was some feedback about target organisations on the list. Stan to check why Upper Crust is not on the list.</p> <p>Stan gave out forms for all to do their audit. He will also send the audit form as an editable pdf for those who want to do it on a tablet.</p> <p>Stan then noted the volunteers for the different organisations on his list.</p> <p>It was noted that St. Peter's Blackland does not have facilities for tea and coffee. FT communion wine, FT anointing oil, and FT communion wafers were asked about.</p>	<p>Stan</p> <p>All to do the audits volunteered for.</p>
6.3	6.3. Goal 3 – Local Workplaces & community organisations support FT using FT products	
	<p><u>Metrics</u> Some targets under this goal have been given by FT foundation. Christian Churches: need 50%, we have 16 churches. St. Laurence church Hilmarton – do a lot – done via email with Stan.</p> <p>CBC – Stan has done it – doing Traidcraft every 2 months, also FT tea and coffee. Church council recommitted to the resolution recently.</p> <p>Calne Launderette – have been supporting FT for a long time Adrienne goes there regularly with her stock.</p> <p>JBS – ongoing audit there – just done a big FT event. A lot of follow up from that - 2 articles in November town guide. Some artwork to be included in the banners we will have made.</p> <p>Stan showed the meeting the new wide thin banner for use on the gazebo. Next meeting will be at JBS</p>	
	<p><u>Measuring Success:</u> We will meet or exceed the FT target Write to St. Mary's school, St. Margaret's school and Springfield Academy.</p> <p>Chase churches and audit the ones we are involved with.</p> <p>Write to all other churches requesting FT info</p> <p>Follow up on JB meeting – check if intend to do a FT audit</p> <p>Follow up on school letters in December</p> <p>Follow up on Rotary, presentation done but no reply yet.</p>	<p>Stan</p> <p>All in churches</p>

6.4	Goal 4 – Events and Media Coverage raise awareness & understanding of FT	
	<p>Update</p> <p>Have logos on letterhead and web site. Have tangible support from area board and town council (grants). Town Crier are happy to run an article, need to be in by mid Jan for the Feb edition.</p> <p>Could send a press release to the Gazette about the grants and FTF.</p> <p>There are no long-term sites for banners for the town council. We can put one up on the Coop railings!</p> <p>Agreed to take a positive position with our local Sainsbury's branch about the 'fairly traded' switch for some of their own products.</p>	
	<p><u>Measuring success</u></p> <p>Get campaign visible to everybody in town and parishes.</p> <p>Tom Rounds is asking if we can put banners on lampposts.</p>	
6.5	Goal 5 – Local FT Steering group represents a range of local organisations/sectors	
	<p>Metrics</p> <p>In terms of the Steering group we currently have:-</p> <p>Town Council (2 of 19) - Sufficient</p> <p>Parish Councils (1 of 44) – we have one – have asked Parish Forum for someone else!</p> <p>Area Board (0 of 5) – No need for separate representation unless solicited</p> <p>Campaigners (all of us) - OK</p> <p>People representing the area's schools (? of 14) – Need to achieve teacher and pupil reps</p> <p>People representing churches (at least 5 of 15) - OK</p> <p>People representing businesses (1 of ?) – Need to find two or three more</p> <p>Aims</p> <p>Actively seek out and encourage representation from each of the local organisations or sectors.</p> <p>Measuring Success</p> <p>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	Group Member - Formal Responsibilities	
	<p>Chairman: Stan Woods</p> <p>Vice Chairman: Colette Som</p> <p>Treasurer: David Evans</p> <p>Secretary: Stephen Colby</p>	

	<p>County Fairtrade Group links: Colette Som & Stan Woods</p> <p>Fairtrade Foundation links: Colette Som & Stan Woods</p> <p>Local Media: Colette Som & Stan Woods</p> <p>Town Council & Education Link: Cllr John Boaler</p> <p>Town Council & Catering & Retail link: Cllr Robert Merrick</p> <p>Calne Area Board link: No separate representation needed</p> <p>Calne Church Partnership link: Stan Woods</p> <p>Churches links: 7 FTG members</p> <p>Retail links: Joanne Brewer</p> <p>School links: Need perhaps 2 teachers/sixth formers</p> <p>Other Community Organisation links: Selected according to connections</p> <p>FT Photography Support: Gordon Burns</p> <p>Parishes link: David Evans, one other?, use Parish Forum/clerks to disseminate updates</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>We also have 3 FT speakers and 2 Traidcraft Reps within the group</p>	
8.	Budget & Finance	
	<p>Year 1&2</p> <p>Banners, posters, supporting organisations window stickers, poster printing, other equipment/materials. (Funded)</p> <p>Plus Fairtrade Fortnight 2018 Expenses (Part Funded – Town Hall)</p> <p>Plus possible school prize funding</p> <p>Year2/3 -</p> <p>Calne Fairtrade Road Signs – need to work with “Our Place” on this</p>	
9.	Supporting FT Roundals.	
	<p>Stan had 4 designs to show the meeting.</p> <p>Alter words to “with this mark”, not “bearing this mark”.</p> <p>Stan can give the examples to those going round the shops doing the audit. It was felt it should be smaller to help with space on shop windows.</p> <p>Should we have two sizes? The one shown and one about half the size.</p> <p>Check some shops to see the size of things displayed in their window.</p>	
10.	FTC audits	
	<p>Agree next targets</p> <p>Done</p>	

	Assign to members	
	Done	
10.	Fairtrade fortnight 2018 planning	
	<p>Planning for FTF Events</p> <p>The town hall event and some other possibilities - a large list was created last time, but needs filtering down.</p> <p>Town Hall Event:- Stan showed the meeting a draft programme for the town hall event. Stan will update this and send it round to everyone.</p> <p>Since producing this Stan heard what Marlborough are doing. They have someone coming over from The Gambia - a mango farmer. They are trying to work out how they can have a link with them and import FT mangoes.</p> <p>Perhaps they can come to Calne and speak here too. The Wiltshire group is trying to co-ordinate these things. Stan has contacted someone about this and he is yet to get back to him, we may need to extend how long we have the town hall for if this happens.</p> <p>Calne players are happy to so some short sketches about FT. People have had things like this in the past – Colette and Adrienne will look to see what scripts they have and what is available. Stan asked the FTF but they didn't have any.</p> <p>Can we offer some support for the Marlborough event as well?</p> <p>Refreshments – can sell to make funds. Volunteers – Joanna, Jenny W, Penny, Jenny C. Tea/coffee/hot chocolate (mountains) Food – sausage rolls/quiche. Ask Robert for advice on this. Raffle – worked well last year, Colette will pull this together. Steven will assist Stan with technical setup on the day.</p> <p>One idea for other events was to do a FT event in the church with a film – or Marden House could be better. Possible film – Black Gold – Colette has a copy of this. There is also a film about the clothing industry that has recently been made.</p> <p>We could also support things in the parishes, for example St. Laurence's in Hilmarton. They have a soup lunch there.</p> <p>We need to try and narrow down these ideas to two or so. Perhaps not in FTF to keep the momentum going. But then in FTF it has the publicity that is happening at the time. Colette does have a chocolate fountain for hire and the special chocolate that it needs.</p>	<p>Stan</p> <p>Colette, Adrienne</p> <p>Colette</p>

	<p>Look at Ros's ideas and also the fashion show/fancy dress.</p> <p>Fairtrade feast idea – depends on what you attach it to – what event it can be added to. Stan will look at other Calne events and see what it might be suitable to organise it during.</p> <p>Must remember to work with the CM&A Festival next year – all schools doing art work for it. Put on an art festival from this. Coop are keen to host an art Exhibition in the Coop Food shop for FTF. This would go down well and would bring in more people. Stan approach a few schools to see if they are willing to participate.</p>	Stan
11.	Treasurer's Report	
	<p>The treasurer reported the current state of the finances.</p> <p>£1276.29 balance in the bank. Most is restricted (allocated).</p>	
12.	AOB	
	Keep an eye on the group's web site as it will be kept up to date with local events.	All
13.	Dates of Next Meetings	
	<p><u>Thursday 18th January at 4pm at The John Bentley School</u> White Horse Way, Calne SN11 8YH</p> <p>Please report to School Reception at 3.45pm to be escorted to the meeting room.</p> <p>We will be updating the Calne Fairtrade Community Campaign Final arrangements for Fairtrade Fortnight 2018 and hoping to recruit school member and encourage more JBS FT activity</p> <p>Note: Fairtrade Fortnight 2018 - Monday 26th Feb to Sunday 11 March.</p> <p>Please note we neglected to schedule a meeting to follow on from the January Meeting.</p>	All