



CALNE Community Area FAIRTRADE Group

www.calnefairtrade.org.uk

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

The John Bentley School - Thursday 18th January 2018 at 4pm

Those Present	Organisation/Position
Stan Woods	CCAFSG/Chairman
Peter Grant	The John Bentley School
Adrienne Darts	CCAFSG Member
Colette Som	CCAFSG Vice Chair
John Boaler	CCAFSG Member/Town Councillor
Penny Errill	CCAFSG Member
Ros Mills	CCAFSG Member
Jenny Woods	CCAFSG Member
Apologies	Organisation/Position
David Evans	CCAFSG Treasurer/Parish Councillor - Cherhill
Steven Colby	CCAFSG Secretary
Jenny Colby	CCAFSG Member
Caroline Foster	CCAFSG Member
Joanne Brewer	Co-op staff Representative
Robert Merrick	CCAFSG Member/Town Councillor

First of all Stan welcomed everyone. Introductions round the room.

Stan welcomed all present and thanked Peter for use of the school.

1. Minutes of last meeting (17th November 2017) (acceptance). The minutes were agreed and duly signed by the chair.

2. Matters Arising.

a. AUDITS - Most of the current round of audits have been completed – Stan requested that outstanding in the current round of audits be completed asap including any negative responses. **(Action: ALL)**

Positive responses so far include:

Coop – Large range of FT Products

Sainsbury's - Large range of FT Products

Lansdowne Strand Hotel use FT tea/coffee plus FT chocolate in their cooking.

New Wine Shop stock 8 FT wines and sometimes beer and Chocolate



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The Flying Pig Cake Emporium use FT sugar in all their products plus all FT refreshments at their workshops.

Heritage B&B use FT refreshments in all rooms and at Breakfasts.

Gift Box sells Nomads organic FT cotton products (dresses/tunic tops)

Divine on the Green Café used FT teabags and sugar and FT bananas in homemade cake.

Fay's Bistro – visited – not currently using FT products but have in the past.

Calne Laundrette - It was noted that this premises has been particularly helpful, allowing Adrienne to hold regular FT Traidcraft sales without charge and where FT tea and coffee is served.

Round 2 of Audits to be allocated

(Action: STAN)

b. FASHION SHOW – Discussion regarding involvement of schools in future. Holy Trinity School produce a fashion show each March organised by Katy Harflet, involving years 5 and 6.

Action: Stan to follow-up school to discover details and what we could do to be involved with FT next year.

Penny reported on FT clothing outlets, including the Gift Box in Calne. We may need to hold off until next year to plan a fashion show after gathering more information.

c. Website: Stan suggested members look at the updated Website.

(Action: ALL)

Campaign Advertising: Stan showed the Roundel which has been approved by the FTF which we can also use in a smaller version for our logo. It was agreed to remove the small writing below the Fairtrade Mark as it could not be read as a small logo.

(Action: STAN)

3. FIVE GOALS - Stan went over the Five Goals required by the FTF to become a Fair Trade Community and how far we have progressed:

This was mainly for Peter's benefit as it was his first time at the meeting. In future members would get a brief summary of progress and could reference the web site for expanded progress information.



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Goal 1: Local Council Support – this has been agreed by the Town Council although we are not sure if there is use of FT tea and coffee at Council Meetings – although John explained that tea and coffee were not usually served. We were reminded that Robert had said some while ago that he might donate tea and coffee to the council offices?

(Action: Stan to ask Robert).

Stan is still waiting on response from most Parish Clerks for Parish Council action.

(Action: STAN to email all Parish Clerks as a reminder)

Goal 2. FT products at Shops, Retail and Catering outlets - see Audit results above.

Waiting to get a meeting with manager of the New Tesco Store via Nick Helps (Manager of Tesco Marlborough).

Goal 3. Churches/Schools. Four positive results from 15 possible churches, need to work on this. **(Action: ALL)**

Peter is liaison rep with town primary schools, meeting regularly with Heads. He will do his best to promote FT involvement at their joint meetings.

(Action: PETER)

Goal 4. Press/media – Articles have appeared in the Town Crier, Town Guide, Bremhill Magazine, Derry Hill Magazine. More to be done for Fairtrade Fortnight coming up.

Goal 5. Steering Group Representation. Meetings are held bi-monthly.

Still in need of schools reps.

Calne falls within the population bracket of 20 – 25 thousand population by the FTF.

Peter had to leave the meeting at this point – he asked to be emailed regarding Co-op FT art request. **(Action: STAN)**

Some discussion regarding possible use of John Bentley School for future meetings.

Although, having these at school venues would encourage school staff involvement, the need to move around the town was acknowledged. Also wise to keep to 4.00 pm start.

4. Stan reported on his recent **meeting with Calne Sainsbury Manager** and other staff, which was very positive. It has been agreed that Sainsbury will:

- Display FT banners outside during FT fortnight.
- Display and promote FT products in store
- Endeavour to send staff to the Town Hall event on 3rd March.



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-Sainsbury will ensure that products donated to the Hub (library) are FT in future.
Stan briefly discussed Sainsbury Fairly Traded product with staff at the meeting.

5. **Treasurers Report:** In David's absence Stan reported that CAB grant money had been spent on two Banners and a Portable Projection Screen. Next would be the bulk of the grant on Campaign Banners, Roundals and A1 frames ready for Fairtrade Fortnight.

Action: STAN

6. **Display of Campaign Banners** outside JBS (**Action: STAN – to email Peter to ask if a FT Campaign banner could be put on school railings**)
7. **Calne Town Road signs** – Stan displayed an image of the new Signs with the wording 'A Fair Trade Community' to be added as and when we receive Fairtrade Status – Will need to apply to highways for this addition. FTF stipulate that the FT Mark should NOT be used on the road signs. Estimated cost of this - £1,500.

8. Fair Trade Fortnight Events

Adrienne at Hilmarton with Traidcraft on 10.3.18 (also Laundrette on 18.2.18)

Town Hall Event

Colette's stall – Khandai to be included.

Keynote Speaker – Baai Jabang from The Gambia able to attend, subject – Mango production. 10.45 slot and make sure this is on time (slight problem last time)

Madrigal Group from **Calne Choral Society** will sing for about 30 minutes, with a short break mid-way. Possibility of Fair Trade songs – Colette to find out with the contact she has.

(Action: COLETTE)

Calne Players – short skit of about 3 minutes (between music items?). No appropriate script available so Colette offered to write one when she hears from Stan as to number of Players available.

(Action: STAN/COLETTE)

Short FT films – available during the event for light viewing if necessary.

Posters and materials have arrived from FTF.

Refreshments – some discussion, bread, cheese, soup, bacon rolls? Check with Robert Merrick regarding Food Hygiene situation. Contributions from the Co-op?

(Action: STAN)



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Raffle – As Colette will be busy on her own stall, she will collect items well in advance and arrange for someone to sell tickets during the morning. She also will arrange for another supporter to handle the Raffle during the morning

(Action: COLETTE)

- 9. FT Group Storage:** Stan commented on the storage situation for our materials. The Laundrette need the space for a new Dry Cleaning machine so Stan has transferred these to Calne Baptist Church for the time being.

10. Next Meetings

Friday 23rd February, 4.00 pm – limited to ONE HOUR. FTF Event final planning only.

Venue to be confirmed.

Friday 27th April, 4.00 pm. Venue to be confirmed.