



BARRY TOWN COUNCIL

CYNGOR TREF Y BARRI

Your Ref:

Please reply to: TOWN CLERK

When calling please ask for:

RW/ft

27 October 2021

TO: Councillors Aviet, Hampton, Hawkins, S Hodges, Johnson, Richardson and Wright & R Bennett, S Egan, G Lancaster and M Mitchell.

You are hereby summoned to attend a meeting of the **Fairtrade Advisory Committee** to be held on a **hybrid basis in the Council Chamber, Civic Offices, Holton Road, Barry, CF63 4RU and remotely on Wednesday 1 November 2021 commencing at 6.00 pm** for the purpose of transacting the business specified below.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Please inform the Chief Officer of your intention to attend in person or virtually.

Yours faithfully

A handwritten signature in black ink, reading 'Emily Forbes'.

Emily Forbes
Chief Officer (Town Clerk)

*The Council welcomes correspondence in English or Welsh
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

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AGENDA

1. **Apologies**
2. **To receive declarations of interest under the Council's Code of Conduct**
(Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)
3. **Well-being of Future Generations (Wales) Act 2015**
(To note)

*Fairtrade Advisory Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **Election of Vice-Chairperson for 2021/22 municipal year**
5. **Minutes of meeting held on 2 June 2021** **(Pages 305 - 309)**

6. **Budget Monitoring Report September 2021 and Draft Budget 2022/23**

(Page 310)

7. **Fairtrade Wales Update**

(Page 311)

8. **Fairtrade Activities 2021 – 2022**

(Pages 312 - 313)

9. **Review of the Fairtrade Action Plan**

(Pages 314 - 317)

10. **Date of next meeting**

The date of the next meeting of the Fairtrade Advisory Committee is scheduled for Monday 7 February 2022 at 6.00 pm. Members may wish to recommend changing this date as a meeting of Full Council is scheduled for Monday 7 February 2022 at 7.00 pm with Police Reports provided at 6.30 pm.

Distribution

A full copy of the agenda papers to be sent to Council members and public members of the Committee.

Front page to all Councillors for information.

Agenda papers (with the exception of confidential items) also to: - Barry and District News and Barry Library (2)

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that:

As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

- (a) the names of the members who attended the meeting, and any apologies for absence;
- (b) any declarations of interest;
- (c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 2 JUNE 2021 AT 6PM

PRESENT: Councillor Johnson (chairperson) together with Councillors Aviet, S Hodges and Richardson

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Councillor N Hodges – Observer
Councillor D Clarke – Observer

111. ELECTION OF CHAIRPERSON FOR THE 2021/22 MUNICIPAL YEAR

Members were reminded that at the Annual Meeting of Council held on Monday, 17 May 2021, members agreed that all Chairpersons for Committees, Non-Standing Committees and working Parties would remain the same as 2020/21.

NOTED that Councillor Johnson was elected Chairperson of the Fairtrade Advisory Committee for the 2021/22 municipal year at the Annual Meeting held on Monday, 17 May 2021.

112. ELECTION OF VICE-CHAIRPERSON FOR THE 2021/22 MUNICIPAL YEAR

The Chair noted that this position is usually held by a non-Councillor member, recommending that this item be deferred to the next meeting of the Fairtrade Advisory Committee to be held on Monday, 11 October 2021.

RESOLVED that the position of Vice-Chairperson is deferred for nominations at the next meeting of the Fairtrade Advisory Committee to be held on Monday, 11 October 2021.

113. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Hawkins.

114. DECLARATIONS OF INTEREST

None were received.

115. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

116. TERMS OF REFERENCE

RESOLVED that the Terms of Reference for the Fairtrade Advisory Committee be received and noted.

117. TO APPROVE THE DRAFT MINUTES OF THE MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 11 JANUARY 2021

RESOLVED that the draft minutes of the meeting of the Fairtrade Advisory Committee held on 11 January be approved and signed as a correct record.

118. FAIRTRADE STATUS RENEWAL UPDATE

Members were provided with an update regarding the renewal deadline for Fairtrade status for the town of Barry.

Members were informed that on the 20 May 2021, the Council received email correspondence from the Fairtrade Communications Team. The email advised that they understood that since the beginning of the pandemic local campaigning had been affected in different ways across the country.

In recognition of this, they provided all groups due to renew this year with a further one-year extension. This had been applied automatically and members were to note that the new renewal date was 20 September 2022.

RESOLVED that members note the date to renew Fairtrade Town Status is now 20 September 2022.

119. TO RECEIVE AN UPDATE FROM FAIRTRADE WALES

Members were provided with an update from Aileen Burmeister of Fair Trade Wales, as follows:-

- The Fairtrade Foundation are currently working on their plans for Climate Campaigning this year running up to the COP Climate Conference in Glasgow in the Autumn, The first of these actions is a coalition action

making a “wave of hope” for the G7 next month. More opportunities for campaigning will be coming up over the summer and autumn.

- Fair Trade Wales will continue to hold quarterly meetings for groups. Dates for summer and autumn still to be decided. In the autumn we will be joined by the Communities Campaign Manager from the Foundation to discuss their new ideas for changes to Fairtrade status. They would like feedback on them.
- Fair Trade Wales has got renewed funding for April 2021 – March 2024, so are still available to provide support and are still homeworking.
- Fair Trade Wales is releasing a new website.

The Chair noted that he would forward the correspondence he had received from Fair Trade Wales to all members.

RESOLVED:

1. That the Chair of the Fairtrade Advisory Committee forward correspondence received from Fair Trade Wales to all members.
2. That the report from Aileen of Fair Trade Wales be received and noted.

120. WORK PROGRAMME 2021/22

Members were provided with a discussion paper to determine the group's 2021/22 work programme and an update on the group's activities between April 2018 to present day.

18.16 pm – Councillor Richardson joined the meeting.

Members discussed and the following resolved points were agreed:-

RESOLVED:

1. That the Fairtrade Advisory Committee's previously agreed Action Plan be discussed at the next meeting to be held on Monday, 11 October 2021.
2. That a Fair Trade Quiz be arranged for Fairtrade Fortnight 2022 at the new Community Building at Cemetery Approach.
3. That Jane Hutt AM as the portfolio holder of Fair Trade in Wales in Welsh Government be invited to a future meeting of the Fairtrade Advisory Committee.
4. That a joint event with Jane Hutt AM be explored.
5. That the Chair writes to Alun Cairns MP, Jane Hutt AM and the two Senedd Members for the area opposing the proposed cuts to UK International Aid (GDP 0.7% > 0.5%) on behalf of the Committee.

6. That the Fair Trade “Wave of Hope” is publicized across the town Council’s social medias between June 11 – 13.
7. That the future “Meet the Mayor on the Square” events have information on Fair Trade and Fair Trade products are used should tea and coffee be provided.
8. That the Community Engagement Officer organizes a “Fairtrade 5K” throughout the month of August and is provided with a budget of £200 from which to do so, noting that all profits raised will be donated to the Mayor’s Charities.

121. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Fairtrade Advisory Committee is scheduled to be held on Monday, 11 October 2021.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - FAIRTRADE ADVISORY COMMITTEE - 2 JUNE 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
119	That the Chair of the Fairtrade Advisory Committee forward correspondence received from Fair Trade Wales to all members.	Chair	1.11.2021	
120 (1)	That the Fairtrade Advisory Committee's previously agreed Action Plan be discussed at the next meeting to be held on Monday, 11 October 2021.	CEO	1.11.2021	
120 (2)	That a Fair Trade quiz be arranged for Fairtrade Fortnight 2022 at the new Community Building at Cemetery Approach.	CEO	21.2.22 - 6.3.2022	In progress
120 (3)	That Jane Hutt AM as the portfolio holder of Fair Trade in Wales in Welsh Government be invited to a future meeting of the Fairtrade Advisory Committee.	CEO	04.06.2021	Jane Hutt AM to attend Feb Meeting
120 (4)	That a joint event with Jane Hutt AM be explored.	CEO	04.06.2021	Emailed Jane Hutt AM
120 (5)	That the Chair writes to Alun Cairns MP, Jane Hutt AM and the two Senedd Members for the area opposing the proposed cuts to UK International Aid (GDP 0.7% > 0.5%) on behalf of the Committee.	Chair	1.11.2021	Complete
120 (6)	That the Fair Trade "Wave of Hope" is publicized across the Town Council's social medias between June 11 - 13.	CEO	11.06.2021	
120 (8)	That the Community Engagement Officer organises a "Fairtrade 5k" throughout the month of August and is provided with a budget of £200 from which to do so, noting that all profits raised will be donated to the Mayor's Charities.	CEO	31.08.2021	COMPLETE

FAIRTRADE ADVISORY COMMITTEE	1 NOVEMBER 2021	AGENDA ITEM: 6
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BUDGET MONITORING REPORT SEPTEMBER 2021 AND DRAFT BUDGET 2022/23

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

To provide members with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

Background Information

Included in the 2021/22 budget an amount of £1,000 is allocated for Fairtrade.

As at the end of September 2021, no expenditure has been incurred leaving a remaining amount of £1,000 available.

Members are requested to consider their requirements for the draft estimates for 2022/23 and determine if £1,000 will be sufficient for any planned projects / initiatives for 2022/23 and recommend the Committee's requirements for 2022/23 to the meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021.

Recommendation

1. Members are requested to receive the budget monitoring report for September 2021 noting the available balance of £1,000 for the remainder of 2021/22.
2. Members are requested to consider their requirements to be included in the draft estimates for 2022/23.
3. Recommend to the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 the Fairtrade Advisory Committee's requirements for 2022/23.

FAIRTRADE ADVISORY COMMITTEE	1 NOVEMBER 2021	AGENDA ITEM: 7
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FAIRTRADE WALES UPDATE

Report Author

Councillor Ian Johnson, Chair of the Fairtrade Advisory Committee.

Purpose of Report

For the Chair of the Fairtrade Advisory Committee to give the Committee a verbal update regarding Fairtrade Wales.

Recommendation

That the report be noted.

FAIRTRADE ADVISORY COMMITTEE	1 NOVEMBER 2021	AGENDA ITEM: 8
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FAIRTRADE ACTIVITIES 2021 - 2022

Report Author

Beth Hillier, Sustainable Projects Officer.

Purpose of Report

To present members with information regarding activities that have been taking place since the last meeting of the Committee on (2 June) and any activities planned up to 2022.

Background Information

June 2021 – Letters to Ministers

In June 2021, letters to Assembly Members: Rhys Ab Owen, Jane Hutt, Heledd Fychan, Andrew RT Davies, Alun Cairns and Joel James were written to address concerns regarding the proposals that the UK Government would reduce the proportion of GNI that will be allocated to international aid, and requesting that Government maintain the 0.7% GNI commitment that was set out in the 2015 International Development Act.

August 2021 – Fairtrade Virtual 5k

During August, BTC hosted a virtual 'Fairtrade 5k' where individuals could challenge themselves to run or walk 5km during the month of August and send a screenshot of their fitness app and submit it to BTC as proof. Individuals would then receive a medal and certificate for participating. There was an entry fee of £5 for adults (under 16s were free) and any profits were donated to the Mayor's chosen charities (RNLI and The Vale Food Bank).

December 2021 – Santa Fun Run

Currently, the Santa Fun Run is able to go ahead (Covid restrictions allowing) in December and, as with previous races, the BTC team will be promoting Fairtrade products and giving out bananas.

7 February 2022 – Fairtrade Advisory Committee

AM Jane Hutt has been invited to attend a meeting of the Fairtrade Committee to be held on 7 February 2022. As portfolio holder for Fairtrade Wales and as Social Justice Minister, we are lucky that she will be joining us to discuss WG's Fairtrade Ambitions goings forwards and answer any questions members may have. Members may wish to consider changing the date of this meeting however as mentioned in a previous report.

Fairtrade Fortnight (21 February 2022 – 6 March 2022)

There are plans to hold a social media take-over, promoting Fairtrade and Fairtrade products over the two weeks. Shrove Tuesday falls on 1 March 2022, with the potential

to further promote Fairtrade products for use during Pancake Day. We will also be hosting a Quiz night at the Cemetery Approach Community Centre during the two week period.

International Women's Day

Fairtrade Fortnight is taking place Monday 21st February to Sunday 6 March 2022, with international women's day scheduled for Tuesday 8 March 2022, so there is also scope to organise a coffee morning using Fairtrade tea, Coffee, sugar and biscuits to mark the day and engage with Barry residents about the importance of Fairtrade products.

Mayor on the Square

We will be developing information leaflets for distribution during the monthly 'Mayor on the Square' events.

Recommendation

That the report be noted.

FAIRTRADE ADVISORY COMMITTEE	1 NOVEMBER 2021	AGENDA ITEM: 9
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FAIRTRADE WORK PROGRAMME

Report Author

Robyn Walsh, Community Engagement Officer
Beth Hillier, Sustainable Projects Officer

Purpose of Report

To provide members with a discussion paper to determine the group's 2021/2022 work programme.

Background Information

At the previous meeting of the Fairtrade Advisory Committee, it was recommended that the Fairtrade Work Programme be reviewed at the next meeting.

Attached: Appendix 1 – Update on group's activities between April 2018 and now.

As members will be aware, much of the group's potential work programme will be dictated by the Coronavirus Pandemic. However, as restrictions are slowly easing and organised events are now permitted, members may wish to consider a small event programme.

Current event restrictions as of 26 May 2021 are that organised outdoor activities can have a maximum of 50 participants, and a maximum of 30 indoors.

It should also be noted that the current available budget 2021/2022 is £1,000.

Recommendation

That members provide the Community Engagement Officer and Sustainable Project Officer with ideas to promote Fairtrade, noting that the next meeting will take place February 2022.

APPENDIX 1

Update on progress since status was first achieved / last renewal:

(April 2018 – May 2021)

2018 – Attended the Barry Scouts Fete

2019

- Fairtrade presence at both the 2018 & 2019 Santa Fun Run (provided bananas to runners, information was provided re Bala Sports in good bags and members dressed up as bananas)
- Fairtrade Fortnight 2019 – Fair Bake Coffee Morning held at Cadoxton Methodist Church on 9 March 2019.
- Fairtrade Fortnight 2019 – Barry Town Utd Match – 23 Feb 2019 – handed out 200 bananas to supporters and donated 2 Fairtrade footballs to the teams.
- Fairtrade Rugby Balls – Donated FT Rugby Balls to Whitmore High School and Pencoedtre High School on 7 March 2019.
- International Women's Day 2019 – held coffee morning using Fairtrade Tea, Coffee & Sugar (8 March 2019)
- Held a Fairtrade Tasting Stand at Waitrose, Barry on 21 March 2019
- Held a Fairtrade Roses Valentine's Day Competition (2019)
- Fairtrade products used at the Mother's Day Candlelight Service at Merthyr Dyfan Chapel
- Created and Fairtrade Annual Report (2019) showing how the Committee links to the well-being goals.
- Community Engagement Officer attended One Voice Wales conference with Aileen from Fairtrade Wales to deliver a presentation and to encourage more Town & Community Council's to gain Fairtrade status.
- 23 Sept 2019 – Morrisons Supermarket Community Champion attended a meeting to discuss how the group and supermarket could work together better
- Halloween 2019 – The Dark Side of Chocolate Social media campaign

- November 2019 – Local community learning charity, ValePlus, joined the Fairtrade Group as a member
- Fairtrade Hamper – Christmas Competition in which participants had to say why they used Fairtrade products.

2020

- Vale Plus hosted Fairtrade Cream Tea Events at their Café No.5 venue, with a small grant to purchase Fairtrade Tea, Coffee, Sugar and ingredients. Jenipher, a Fairtrade coffee producer from Uganda, attended an event there on 27th February 2020.
- Cllr Johnson gave a presentation on Fairtrade to Year 6 pupils at Ysgol Sant Baruc. Jenipher also attended the school at a later date to talk with pupils about the experiences of a Fairtrade coffee farmer.
- Volunteers staffed a Fairtrade tasting stall at Morrisons supermarket over two Saturdays, on 29th February and 7th March, promoting Fairtrade products stocked in store.
- Fairtrade Service held on 1 March 2020 at Hope Church in Cadoxton (formerly Cadoxton Methodist Church). Jenipher also attended this event
- Published an article in local newspaper “The Herald” (50+ Magazine) promoting Fairtrade
- Promoted Pancake Day and the use of Fairtrade ingredients on social media
- Barry Town Utd Fairtrade Football Match – 22/02/2020 – handed out bananas to supporters, and included an article in the matchday magazine
- Fairtrade Fortnight was covered extensively in the Barry & District News local newspaper

2021

- Promoted Fairtrade Fortnight through social media with regular information bulletins
- Worked with other Vale of Glamorgan Fairtrade groups to organise and promote a local version of the ‘World Through My Eyes’ art competition for young people. There were fifty participants and the winners received extensive coverage in the Barry & District News.
- Hosted a Fairtrade Zoom quiz for councillors, with questions about Fairtrade and Barry.

August 2021: Fairtrade Virtual 5k