



BARRY TOWN COUNCIL

CYNGOR TREF Y BARRI

Please reply to: TOWN CLERK

Your Ref:

When calling please ask for:

RW/ft

26 May 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, Town Hall, King Square, Barry, CF63 4RW and remotely on Wednesday 2 June 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

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. **Terms of Reference** (Page 294)
5. **Election of Chairperson for the 2021/22 municipal year**

Members to note 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 be elected Chairperson of the Fairtrade Advisory Committee for the 2021/22 municipal year, as resolved by Council at the Annual Meeting held on Monday, 17 May 2021.

6. **Election of Vice-Chairperson for 2021/22 municipal year**
7. **Minutes of meeting held on 11 January 2021 (Pages 295 - 299)**
8. **Fairtrade Status Renewal Update (Page 300)**
9. **Update from Fair Trade Wales (Page 301)**
10. **Work Programme 2021/22 (Pages 302 - 304)**
11. **Date of next meeting**

The date of the next meeting of the Fairtrade Advisory Committee is scheduled for Monday 11 October 2021.

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.

FAIRTRADE ADVISORY COMMITTEE	2 JUNE 2021	AGENDA ITEM: 4
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TERMS OF REFERENCE

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with the Fairtrade Advisory Committee's Terms of Reference.

Detailed Information

F) FAIRTRADE ADVISORY COMMITTEE

UNDER DELEGATED POWERS:

1. To maintain Fairtrade Status for the town of Barry via regular meetings and events.
2. To obtain grants and funding from Fairtrade Wales and the Fairtrade Foundation to assist in those events.
3. To increase its membership by inviting the residents and businesses of Barry to take part in the meetings and events.
4. To link in with events held within Barry by other organisations.
5. To provide feedback to Barry Town Council via minutes and a verbal update at its Full Council meetings.
6. To authorise expenditure of items within Fairtrade's annual budget up to 25% of the allocated budget at any one time

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE:

1. To make recommendations on expenditure in relation to promotion of Fairtrade on items above 25% of the allocated budget.

Recommendation

That members receive and note the Fairtrade Advisory Committee's Terms of Reference.

BARRY TOWN COUNCIL

DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 11 JANUARY 2021 AT 6PM

PRESENT: Councillor Johnson (chairperson) together with Councillors S Hodges Lloyd-Selby, Hawkins along with M Mitchell (Vale Plus) and A Burmeister (Fairtrade Wales)

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer
Councillor D Clarke – Observer

103. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Richardson.

104. DECLARATIONS OF INTEREST

None were received.

105. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

106. TO APPROVE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE'S MEETING HELD ON 30 JANUARY 2020

The Chair ran through the minutes of the Committee's previous meeting as it was held last year on 30 January 2020. The Chair gave his thanks to everyone involved with the events that were able to go ahead prior to the lockdown/COVID-19 restrictions. The Chair also stated that later events had to be cancelled due to the current situation.

The Deputy Chief Officer advised that the Fairtrade footballs had been bought and delivered to the office.

Councillor Lloyd-Selby noted that she gave her apologies to the last meeting, which was not included on the minutes.

RESOLVED:

- 1. That the apology from Councillor Lloyd-Selby be added to the minutes.**
- 2. That the minutes held on 30 January 2020 be approved and signed as a correct record once the amendment above is made.**

107. FAIRTRADE RENEWAL REPORT

The Chair advised members that the Fairtrade Renewal has been extended 6 months to September 2021.

108. TO RECEIVE AN UPDATE FROM FAIRTRADE WALES

Alien Burmeister discussed with the committee Fairtrade Fortnight 2020 went really well, and for 2021 will be online based with National activities such as the Fairtrade Foundation festival. Alien also noted that organisations and people producing events across Wales can notify them to promote on their website.

Alien also stated that the school packs are being translated into Welsh ready for distribution, and there will also be a Climate Change seminar.

109. FAIRTRADE FORTNIGHT – 22 FEBRUARY TO 7 MARCH 2021

Alien noted that Fairtrade Fortnight will be holding virtual Coffee Mornings, people can join the events for free or pay to have a ticket that includes samples of Fairtrade coffee from Jennifer who will also be creating a video for these events. Along with this, Sarah Wilcox will be creating a teaching video for baking with Fairtrade products.

The Chair asked if there would be a central Fairtrade events lists where local communities can see what events will be happening / available in their areas.

Alien noted that the website will be updated for people to see the events happening across the Wales. She also stated that they will be happy to share various events and also pair up with organisations.

Alien reported that the new strategy for the Fairtrade movement will be for the timescale of 2021 – 2025 for a long term effect. The Chair asked for the circulation of core plans be available to the committee.

The Chair explained his meeting to the committee with Dawn from Llantwit Major Council and Cathy from Dinas Powys Council regarding competitions for the children that can engage with schools during these difficult times. It was discussed that contacting the schools to consider ways to engage with them would be the best aim and to make sure the focus is on this year's topic of Climate Change.

Councillor S Hodges suggested producing a Zoom quiz with Councillor N Hodges creating Fairtrade questions.

A discussion was had over the potential of this quiz, the Chair asked if they would open up the quiz or keep it to a local quiz, bring Fairtrade products/goods to the digital party and what date would the event happen during the Fairtrade Fortnight. Councillor S Hodges emphasised that the Committee could be flexible with dates for now and come to a

definite decision closer to the time. Councillor S Hodges also noted that the event should be kept fun and flexible.

Councillor Lloyd-Selby agreed that this would be a great event and could promote the quiz on the website and social media with contact details to provide answer for the questions. Councillor Lloyd-Selby also suggested a prize for best costumes at the event.

Councillor Hawkins agreed with the Councillors over the Zoom quiz and also suggested providing Fairtrade event or lessons which could reach another audience in the community and promote the Zoom event. Councillor Hawkins also noted that Asda's Community Champion would like to work with the Council and Community and suggested contacting for information.

The Chair concurred that contacting Asda's Community Champion would be a great idea, would also be ideal to have lists of products they sell of Fairtrade, similar to the event during last year's Fairtrade Fortnight with Morrisons. These ideas and event could help going forward in future planning around Fairtrade Fortnight. He also suggested contacting Bro Radio to create content around Fairtrade Fortnight. The Chair also deliberated if local churches would be able to provide information during their services.

Councillor Lloyd-Selby noted that the church services have been conducted online and are not meeting physically, and with this new digital approach are able to reach a wider audience. The Councillor agreed to encourage them to include the Fairtrade topic within services. Councillor Lloyd-Selby also stated that the Foodbank have promoted Fairtrade in the past and can also promote Fairtrade and advertise they are happy to accept Fairtrade goods for the Foodbank.

Alien Burmeister reported that Shropshire Council have asked for welsh prays for services and are having a service based on Fairtrade. Alien also noted that a few groups are working with schools to produce events and competitions that would be able to go ahead in schools or at home.

Councillor Lloyd-Selby explained that it would be a big ask for the churches during this time, but resources such as videos would be helpful to raise awareness among the community.

Alien Burmeister verified that they have videos for all ages and of different lengths. She explained that one was of a family in the Gola rainforest and the changes they've made to help with Climate Change and Fairtrade. Alien also stated they can promote and share the video from Jennifer that they will be showing at the Coffee Morning events.

Councillor Shirley agreed with contacting Bro Radio and suggested recordings on Fairtrade from Councillors and organisations would be a good idea.

Councillor Hawkins addressed Aliene Burmeister regarding the review happening this calendar year and asked if there were anything that could be done to help.

Aliene Burmeister noted that the only areas that the committee is struggling with is Businesses and Retailers, but understands the current situation and that it may not be feasible for them to help with promoting Fairtrade. She suggested contacting them to see if they can help or if it would be much of a commitment during this time.

The Chair acknowledged that this would be trickier with businesses during this time and noted the Committees prior engagements with businesses.

Councillor Lloyd-Selby suggested using social media to ask traders what they are doing to help promote Fairtrade.

The Chair pointed out this topic should be added to the agenda for the Shop Local Committee for discussion. The Chair also suggested an art project competition with schools to be judged by Madam Mayor and potentially Reverend Challis.

RESOLVED:

1. That Councillor N Hodges would create questions for a Fairtrade Fortnight quiz.
2. That Councillor Lloyd-Selby would communicate with the churches and Foodbank in regards to promoting Fairtrade and Climate Change.
3. That Councillor Hawkins would keep in contact with Vale Plus on events they are putting on and contact GVS to help promote the event.
4. That the Chair would contact Bro Radio to organise Fairtrade Fortnight content.

110. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Fairtrade Advisory Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 18 May 2021.

Signed (Chairperson) Dated

ACTION SHEET - FAIRTRADE ADVISORY COMMITTEE - 11 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
109 (1)	That Councillor N Hodges would create questions for a Fairtrade Fortnight quiz.	Cllr N Hodges		
109 (2)	That Councillor Lloyd-Selby would communicate with the churches and Foodbank in regards to promoting Fairtrade and Climate Change.	Cllr Lloyd-Selby		Cancelled due to Covid-19
109 (3)	That Councillor Hawkins would keep in contact with Vale Plus on events they are putting on and contact GVS to help promote the event.	Cllr Hawkins		Cllr to provide update at meeting
109 (4)	That the Chair would contact Bro Radio to organise Fairtrade Fortnight content.	Chair		Complete

FAIRTRADE ADVISORY COMMITTEE	2 JUNE 2021	AGENDA ITEM: 8
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FAIRTRADE STATUS RENEWAL UPDATE

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an update regarding the renewal deadline for Fairtrade status for the town of Barry.

Detailed Information

On 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 a further one-year extension. This was applied automatically and we will receive the usual renewal reminders, 4 months and 1 month, before our renewal date so we don't need to take any action from our side. This meant that BARRY's renewal date is now 20 September 2022.

However, it is still possible to renew before this date if members wish to do this.

Recommendation

That members note the date to renew Fairtrade Town status as being 20 September 2022.

FAIRTRADE ADVISORY COMMITTEE	2 JUNE 2021	AGENDA ITEM: 9
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UPDATE FROM FAIR TRADE WALES

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an update from Aileen Burmeister of Fair Trade Wales.

Detailed Information

On Tuesday, 25 May – the Chair of Fairtrade requested the following update from Fair Trade Wales.

The update received was as follows:-

- The Fairtrade Foundation are currently working on their plans for Climate Campaigning this year running up 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 in a few weeks, which should be easier to navigate and find out what is going on. (Community Engagement Officer to provide members with link, noting that the site is on early release so members are asked to not advertise it widely yet)

Recommendation

That members receive and note the update provided from Aileen of Fair Trade Wales, noting the links between Climate Change and Council’s own ambitions in terms of Sustainability.

FAIRTRADE ADVISORY COMMITTEE	2 JUNE 2021	AGENDA ITEM: 10
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WORK PROGRAMME 2021/22

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with discussion paper to determine the group's 2021/22 work programme.

Detailed Information

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.

Members should also note that there is currently a stock of 9 Bala footballs and that the Fairtrade Advisory Committee's budget is £1,000.

Recommendation

That members provide the Community Engagement Officer with ideas to promote Fairtrade, noting that the next meeting will take place October 2021.

APPENDIX 1

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

(April 2018 – May 2021)

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.

2018 – Attended the Barry Scouts Fete

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.