

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 8 JUNE 2015 AT 5.30 PM

PRESENT: Councillors Brooks, Cash, C Curtis, R Curtis, Drake, Egan, N Hodges, S Hodges, Johnson, Kuhnell, Pritchard, Sword, Wiliam, Wilkinson and Brian Foley (11th Barry Sea Scouts), Rev Clive Jones (Salem Baptist Church) and Cathie Jackson (Dinas Powys Fairtrade Group)

ALSO PRESENT: Angie Norman – Deputy Town Clerk
Robyn Walsh – Minute Taker

130. **ELECTION OF CHAIRPERSON FOR THE 2015/16 MUNICIPAL YEAR**

Councillor Kuhnell was nominated by Councillor C Curtis and seconded by Councillor Wilkinson.

Councillor N Hodges was nominated by Councillor S Hodges and seconded by Councillor Johnson.

RESOLVED that Councillor Kuhnell by way of a majority vote be nominated as Chair for the 2015/16 municipal year.

Councillors N Hodges, S Hodges, Johnson and Wiliam left the meeting.

131. **APOLOGIES**

Apologies were received from Councillor Hamilton along with Annette Griffin (Asda) and Gary Stent (Co-operative Shop).

132. **TERMS OF REFERENCE**

RESOLVED that the Terms of Reference be received and noted.

133. **MINUTES OF MEETING HELD ON 13 APRIL 2015**

The previous Chair, Councillor R Curtis recorded his thanks to all those involved with achieving Fairtrade Status.

RESOLVED that the minutes of the meeting held on 13 April 2015 be approved and signed as a correct record.

134. **SCHOOLS VISITS**

Members were provided with an update of the responses received from local schools in respect of a visit from the Chair of the Committee.

A discussion ensued and the following were suggested;

- All Councillors, in particular School Governors should be given the opportunity to attend a school and give a presentation.
- Ideally the schools will be visited by one Councillor and one local shop involved with Fairtrade.
- A DVD is available that could be used as part of the presentation.

- A presentation pack could be compiled including Fairtrade clothes, food, jewellery, chocolate etc.

Councillor C Curtis also suggested that the other schools not involved this time are contacted in six months and offered the presentation.

RESOLVED:

1. That the other schools not involved this time are contacted in six months and offered the presentation.
2. That the Deputy Town Clerk contacts all Councillors to request volunteers to do the presentation.
3. That a "Presentation Pack" be compiled to be used when visiting each school.

135. **FUTURE EVENTS**

Members were provided with an update on proposed future events.

Scout Fete – 4 July 2015

Brian Foley will confirm if able to have stall as in previous years.

A Fairtrade hamper will need to be sourced.

Councillors Cash, C Curtis, R Curtis and Egan expressed that they would be able to volunteer at this event.

The Deputy Town Clerk to email all Councillors and confirm availability.

High Street Christmas Lights

A Fairtrade hamper will need to be sourced.

Business Beach Hut at Barry Island

The Deputy Town Clerk informed members that she had contacted the Vale of Glamorgan Council in respect of a Business Beach Hut at Barry Island, but was informed that this is not yet set up and is not anticipated in the very near future and Committee were advised further information would be provided when it is available.

Barry Arts Festival

A Fairtrade hamper will need to be sourced.

Football Match

Further information will be available when the fixtures list has been released.

Library Stall – Fairtrade Fortnight

Councillor R Curtis noted that the Library Stall that Fairtrade utilise over the Fairtrade Fortnight period should be included within this list.

Artisan Fair – 22 August 2015

The Deputy Town Clerk suggested to members an event they may like to be involved in; An Artisan Fair – 22 August 2015 and suggested that members may wish to source some Fairtrade Jewellery to be sold at the event.

Councillor C Curtis suggested that “Fair Do’s,” a jewellery shop in Canton be contacted to enquire if they may wish to support the event.

Shop Local

Councillor Egan suggested moving forward with a “Shop Local” initiative to engage local businesses and it was agreed that this should be placed on the next agenda for discussion.

Councillor Brooks suggested an appropriate time to launch the initiative could be “Small Business Saturday” which is usually held within December.

RESOLVED:

1. That Brian Foley confirms if Fairtrade are able to have a stall at the Barry Scout Fete to be held on 4 July 2015.
2. A Fairtrade hamper is sourced for the following events; Barry Scout Fete, High Street Christmas Lights and Barry Arts Festival 2015.
3. That all Councillors are contacted to confirm availability to volunteer at the Barry Scouts Fete.
4. That further information regarding the Business Beach Huts at Barry Island is presented to the Committee when it becomes available.
5. That further information regarding the Fairtrade Football Match is presented to the Committee once the fixture lists have been released.
6. That the library Stall held over Fairtrade Fortnight be included in the Future Events list.
7. That “Fair Do’s” are contacted to enquire if they would be interested in attending the Artisan Fair to be held on 22 August 2015.
8. That the initiative “Shop Local” is placed on the next agenda.

136. **PARTNERSHIP WORKING WITH OTHER TOWN & COMMUNITY COUNCIL’S**

Members were advised of a communication received from Dinas Powys Community Council.

On 16 April 2015 an email was received from Cathie Jackson of Dinas Powys Community Council congratulating the Committee on gaining Fairtrade Town Status for Barry. In their email they also advised that they are currently in the process of re-establishing their own Fairtrade Group in Dinas Powys and wondered if the Committee would be interested in working alongside them to increase the impact of Fairtrade initiatives in both communities.

Cathie Jackson noted Barry Town Council's efforts in trying to secure Fairtrade Signs to accompany the "Welcome to Barry" signs and commented that this is also something Dinas Powys were trying to achieve and could be worked upon together.

Councillor R Curtis noted that he would speak with Miles Punter of the Vale of Glamorgan Council in relation to this.

It was collectively agreed that rather than working with Dinas Powys, Barry Town Council would act as an advisor, with the Vale of Glamorgan Council being approached for their help with working with the other Town & Community Councils. Councillor Egan suggested that he would request that this item be placed on the next Community Liaison Committee agenda for discussion.

Cathie Jackson agreed with the comments made, but also suggested that better working practices between the Councils could result in better promotion of Fairtrade and used Fairtrade Fortnight as an example and working together to produce a "Fairtrade Tour," which could be advertised between the communities, but would only be achieved if the Town & Community Council's worked together and share information.

RESOLVED that Barry Town Council act as a point of information/contact with Dinas Powys Fairtrade Group and that an item be requested to be included on a future agenda of the Community Liaison Committee.

137. **INVITATION TO THE LAUNCH OF WALES AFRICA HUB**

Members were advised of an invitation received from Helen Bradley, Programme Manager, Fairtrade Wales to attend the Launch of the Wales Africa Hub, at the Millennium Stadium, Cardiff on Tuesday, 23 June 2015 at 5.30 – 7.30 pm and were advised two tickets had been reserved by Barry Town Council for any two members of the Fairtrade Advisory Committee that might be interested in attending.

Members agreed that the Chair of the Committee and a member of the local organisations should be invited firstly, if a member of the local organisations is not available, then the invite should be extended to Councillors.

RESOLVED that the Chair of the Committee and a member of the local organisations should be invited firstly, if a member of the local organisations is not available, then the invite should be extended to Councillors.

138. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of the Fairtrade Advisory Committee will be held on Monday, 14 September 2015 at 5.30 pm.

The meeting ended at 18.05 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 14 SEPTEMBER 2015 AT 5.30 PM

PRESENT: Councillors C Curtis, R Curtis, Drake, Pritchard (arrived at 5.45 pm), Wilkinson and Brian Foley (11th Barry Sea Scouts) and Gary Stent (Co-operative Shop)

ALSO PRESENT: Mark Sims – Responsible Finance Officer
Robyn Walsh – Minute Taker

In the absence of the Chair, members nominated Gary Stent to act as Chair for the meeting.

RESOLVED that Gary Stent act as Chair for the meeting in the absence of the Chair of the Committee.

139. **APOLOGIES FOR ABSENCE**

An apology was received from Rev Clive Jones of Salem Baptist Church.

140. **MINUTES OF A MEETING HELD ON 8 JUNE 2015**

RESOLVED that the minutes of the meeting held on 8 June 2015 be approved and signed as a correct record.

141. **SCHOOL VISITS**

Members were provided with a report on the current position in respect of school visits.

Members queried if Councillor William had been contacted to confirm if he would be available to give the presentations to the Welsh schools within the community. The Responsible Finance Officer was unable to confirm if he had been contacted and it was agreed that this should be clarified and chased if necessary.

Members discussed the idea of "Presentation Packs," which had been suggested at a previous meeting.

The following ideas were discussed;

- Fairtrade Wales have a DVD which can be used by Councils (Check if the DVD is also available in Welsh)
- Props (Such as jewellery, candles, food, clothes)
- Fairtrade Wales also have school packs which include quizzes etc.

Gary Stent advised that he may be able to source mini Fairtrade chocolate bars that could be given to the children.

Members were also asked to agree a policy on “non-Councillor” Minor Authority Representatives in respect of the presentation as Father Ben Andrews is the Council’s representative at Cadoxton Primary School.

RESOLVED:

1. That Fairtrade Wales is contacted and enquiries are made with regard to the presentation DVD and if it is also available in Welsh and whether they have school packs available.
2. That a presentation pack is compiled (to include props, information such as a script)
3. That “non-Councillor” Minor Authority Representatives are able to present the Fairtrade Presentation on behalf of the Fairtrade Committee.
4. That Gary Stent confirms whether he is able to source mini Fairtrade chocolate bars to be included within the presentation packs.
5. That officers contact Councillor Wiliam to confirm if he would be available to give the presentations to the Welsh schools within the community.

142. **FUTURE EVENTS**

Councillor Pritchard arrived at 5.45 pm.

Members were provided with a report advising of future events that the Fairtrade Advisory Committee could become involved in and for members to suggest any that were not listed within the report.

High Street Christmas Lights 2015

The Responsible Finance Officer informed members that he had emailed Bob Armstrong of Dr Bob’s Balloons to confirm a date for the High Street Christmas Lights Switch-on, but had not received a response.

The following ideas were discussed;

- Gary Stent advised that he may be able to source approximately 80 kg of bananas that the Committee could use as “giveaways” at the stall.
- A hamper would need to be sourced as a raffle prize.
- The Fairtrade petition would also continue at the stall.
- All Councillors to be asked to volunteer at stall.

Football Match – Fairtrade Fortnight 2016

The Responsible Finance Officer informed members that we had received an email from Eric Thomas of Barry Town Utd and could confirm that they are

happy to participate and suggested a match date of Saturday, 5 March at their home game against Caerau, Ely.

Members were happy to accept this date and asked that the Responsible Finance Officer ensure the correct footballs are available to donate on the day of the match.

Library Stall – Fairtrade Fortnight 2016

The Responsible Finance Officer confirmed that he would ensure the library was booked.

Members discussed and agreed that as in previous years, they would like to set up a Fairtrade Food Donation box, which would then be donated to the Foodbank.

Christmas Fayre – Wednesday, 16 December 2015

Members were informed of the Mayor's Craft Fayre to be held on Wednesday, 16 December at 10 am till 2 pm and were asked if they would consider a stall selling Fairtrade tea's and coffee's etc., to which members agreed that it would be a great opportunity.

Gary Stent confirmed that he would try to source Fairtrade teabags, coffee and sugar to be used at the event.

It was also agreed that all Councillors should be asked for their availability to volunteer at this event.

RESOLVED:

1. That the Responsible Finance Officer confirm the date of the High Street Christmas Lights Switch-on.
2. That Gary Stent confirm if he is able to source the following; 80 kg of bananas and Fairtrade teabags, coffee and sugar.
3. That a hamper is sourced to advertise as a raffle prize at the High Street Christmas Lights Switch-on.
4. That all Councillors are asked to confirm availability to volunteer for any of the events listed above.
5. That the Responsible Finance Officer confirm with Eric Thomas of Barry Town Utd that Council are happy to proceed with the suggested match date of Saturday, 5 March at their home game against Caerau, Ely.
6. That the Responsible Finance Officer ensures the correct footballs are available to donate on the day of the match.

7. That the Responsible Finance Officer book the Library Stall in conjunction with Fairtrade Fortnight 2016

143. **SHOP LOCAL**

Members were provided with a report giving them the opportunity to link in a Shop Local Campaign with the Fairtrade Commitment of the Town.

Members discussed the “Shop Local” Scheme and agreed it would be beneficial to invite local businesses to attend the Fairtrade Meetings in the future.

Councillor R Curtis suggested that a leaflet explaining how local businesses can get involved and the link between Fairtrade and “Shop Local” would be useful and volunteered to begin building the content of them.

The subject of Fairtrade certificates was also mentioned and it was noted that no further certificates had been awarded since the launch. Members agreed that to keep the initiative moving forward that Waitrose and St Helens Junior School should be approached to receive the certificate next.

Members agreed that to ensure the Fairtrade Certificates are kept up to date and consideration is given on a regular basis that they are a fixed agenda item.

Members also agreed to place “Shop Local” on the agenda of the next meeting of the Fairtrade Committee.

Members discussed the possibility of launching their “Shop Local” campaign in conjunction with the “Shop Local Saturday” usually held in December, but were unsure of the logistics of how this would work and so deferred a decision of a launch date until further information was available.

RESOLVED:

1. That Councillor R Curtis begins to build the content of the leaflets to explain to local businesses how they can get involved and the link between Fairtrade and “Shop Local.”
2. That local businesses are contacted to gauge if they would be interested in the “Shop Local” campaign.
3. That Waitrose and St. Helen’s Junior School are awarded a Fairtrade Certificate in honour of their commitment to the promotion of Fairtrade within Barry.
4. That Fairtrade Certificates are a fixed agenda item.
5. That “Shop Local” is placed on the agenda of the next Fairtrade Advisory Committee Meeting.

144. **FAIRTRADE TOWN SIGNS**

Brian Foley arrived at 6.05 pm.

Members were provided with an update regarding the current position in respect of Fairtrade Town signs.

The Responsible Finance Officer made members aware that Officers had contacted Elen Jones at Fairtrade Wales to enquire whether any grant assistance would be available for Fairtrade Town Status signs. Elen confirmed that a grant may be available as Abergele Town had previously received a grant towards their signage. Abergele had four signs costing £600.00 each with Fairtrade Wales providing funding for one of the signs.

Members were informed that in order to apply they would need to complete a Fairtrade Signage Pre-Qualification Questionnaire and submit to Fairtrade Wales for their consideration to award a grant. Members were made aware that Barry would require five signs that would cost in the region of £2,500.00 with Fairtrade Wales possibly funding £500.00 - £600.00 which would leave a shortfall of £2,000.00 that the Advisory Committee would need to consider.

Councillor C Curtis advised that a request for additional funding in the amount of £2,000.00 would need to be considered by the Town Council's Finance, Policy & General Purposes Committee.

Members agreed that the signage would also need to be in Welsh in line with the Council's Welsh Language Policy.

Locations of the 5 welcome signs

Upon entering Barry from;

Dinas Powys
5 mile lane
Sully
Rhoose
Wenvoe

Brian Foley suggested that the Committee may be eligible to apply for a Small Lottery Grant.

RESOLVED:

1. That a request is made to the Town Council's Finance, Policy & General Purposes Committee to consider funding Fairtrade Signage at a cost of £2,000.00.
2. That the Fairtrade Signage Pre-Qualification Questionnaire be completed and submitted to Fairtrade Wales for their consideration.

3. That further information be sought regarding the eligibility criteria for the Small Lottery Grants.

145. **ROLLING GRANTS ROUND FOR FAIRTRADE PROJECTS**

Members were requested to give consideration to future projects and whether they wish to apply for a grant to assist with any of those forthcoming events/projects.

Members agreed that they would like to apply for a grant and suggested applying for funding towards the presentation packs for schools, specifically to purchase props and Fairtrade footballs.

Councillor C Curtis referred to a shop in Ely called Fair Do's which she would like placed on the agenda of the next meeting to discuss the things the shop can offer the group.

Members queried if it would be possible to have a Fairtrade page on the Council website, to which the Responsible Finance Officer responded that he would look into further.

Members agreed that they would also like to write to Tesco to express their disappointment that Tesco does not appear to stock a varied range of Fairtrade products.

RESOLVED:

1. That a funding application is made in respect of a grant towards the presentation packs for schools, specifically to purchase props and Fairtrade footballs.
2. That the item "Fair Do's" is placed on the next agenda of the Fairtrade Advisory Group.
3. That the Responsible Finance Officer query if it would be possible to include a Fairtrade Page on the Council's website.
4. That a letter is written to Tesco to express the Fairtrade Advisory Committee's disappointment that Tesco does not appear to stock a varied range of Fairtrade products.

138. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of the Fairtrade Advisory Committee will be confirmed at a later date.

The meeting ended at 18.25 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

**MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON
MONDAY, 18 JANUARY 2016 AT 5.30 PM**

PRESENT: Councillors K Kuhnell (Chair) and R Curtis

ALSO PRESENT: Mark Sims – Responsible Finance Officer
Robyn Walsh – Minute Taker

146. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Curtis, Drake and Wilkinson and Brian Foley and Gary Stent.

The meeting did not take place due to it not being quorate.

The meeting closed at 5.40 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON THURSDAY, 4 FEBRUARY 2016 AT 5.30 PM

PRESENT: Councillor Kuhnell (Chair) together with Councillors C Curtis, R Curtis, Drake, Pritchard, Wilkinson, Williams and Brian Foley (11th Barry Sea Scouts) and Gary Stent (Co-operative Shop)

ALSO PRESENT: Mark Sims – Responsible Finance Officer
Robyn Walsh – Minute Taker

147. **APOLOGIES FOR ABSENCE**

Apologies were received from Darren Wilcock (Co-operative Shop) and Rev Clive Jones (Salem Baptist Church)

148. **TO APPROVE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE'S MEETING HELD ON 14 SEPTEMBER 2015**

RESOLVED that the minutes of the Fairtrade Advisory Committee's meeting held on 14 September 2015 be approved and signed as a correct record.

149. **MATTERS ARISING FROM MINUTES**

School Visits

The Responsible Finance Officer advised members that the matter of "School Visits" would be discussed later in the agenda, but noted that the following would need to be discussed by members;

- Minute no. 141(1) - Fairtrade Wales had been contacted and Officers had been advised that they do not supply the Welsh version of the DVD previously requested anymore. Members were asked for a way forward in respect of this.

Councillor C Curtis advised that she was aware that the Welsh Assembly Government had produced a Welsh DVD (Being a Fairtrade Country); she advised that she would try to locate her copy.

- Minute no. 141(2) – The Responsible Finance Officer informed members that he would require specifics from members in respect of which "props" they would require within the School Presentation Packs.
- Minute no. 141(3) – Members were asked to continue with this action. Members who were MAR's or LEA's noted that they would speak with their respective Head Teachers.

- Minute no. 141(4) – Gary Stent advised that previously he had been unable to source mini chocolate bars, but would continue trying to do so.
- Minute no. 141(5) – ongoing

High Street Christmas Lights 2015

Councillor R Curtis advised members that the weather had been particularly awful that day and advised that in future members may wish to consider the weather prior to an event.

Football Match – Fairtrade Fortnight 2016

It was noted that the Dorothy Rees Memorial Event had been arranged for the same day as the Football Match, which may prove problematic in the Mayor being able to attend. Members discussed and noted that the Deputy Mayor may be able to attend in her place or the timings may work so that the Mayor can attend both events. (It was also noted that this item was to be discussed later on in the agenda).

Christmas Fayre – Wednesday, 16 December 2015

Councillor Kuhnell noted that the turn-out had not been brilliant, and suggested that members may want to consider holding this event on a Tuesday instead to coincide with the Town Market in future.

Rolling Grants Round for Fairtrade Projects

Minute no. 145(1) – Members were made aware that they had been successful in their application and had been awarded a grant of £700 from Hub Cymru Africa. The Responsible Finance Officer advised that the grant would need to be spent and shown to be used within the current financial year.

RESOLVED:

1. That Councillor C Curtis advise at a later date if she had been able to locate the Welsh Assembly Government DVD (in Welsh): Being a Fairtrade Country
2. That Gary Stent continue to try and source mini chocolate bars for future use at School Visits.

150.

RENEWAL OF FAIRTRADE TOWN STATUS

Members were advised of the need to renew the application for Fairtrade Town Status for Barry and were asked to forward any photographs they may have to support the application to the Responsible Finance Officer as soon as possible.

The Following suggestions were also made to strengthen the renewal application;

- The Mayor to have a photograph taken of herself in front of the Fairtrade display at Dow Corning if possible.
- Fairtrade posters to be displayed in the Council Chamber with photographs taken as evidence at the special Full Council meeting to be held on Monday, 8 February 2016.

RESOLVED:

1. That members forward any photographs they may have to support the renewal application to the Responsible Finance Officer as soon as possible.
2. That the Mayor have a photograph taken of herself in front of the Fairtrade display at Dow Corning if possible.
3. That Fairtrade posters are displayed in the Council Chamber with photographs taken as evidence at the Full Council Budget meeting to be held on Monday, 8 February 2016.

151.

SCHOOLS VISIT

Members were provided with an update relating to visiting local schools as part of a six monthly programme to make young people aware of what Fairtrade is and what it is about.

The Responsible Finance Officer requested that members present contact their respective Head Teachers on the schools they represent as a Governor to enquire if their school would be interested in receiving a visit. He advised he would send an email to those not present requesting that they do the same.

In respect of the presentation packs, members requested that the items that should be contained within it should be "everyday items," such as t-shirts, jewellery, candles etc. and these can be sourced from the shop; "Fair Do's."

RESOLVED:

1. That members present contact their respective Head Teachers on the schools they represent as a Governor to enquire if their school would be interested in receiving a visit.
2. That the Responsible Finance Officer email those not present requesting that they do the same.

3. That the types of props to be sourced are “everyday items,” such as t-shirts, jewellery and candles.
4. That the shop “Fair Do’s” is looked into as a possibility to purchase the above props from.

152.

FAIRTRADE FORTNIGHT

Half-Time Football Match with Barry Town United AFC

Saturday, 5 March 2016 (Home game against Caerau, Ely) – Kick off at 2 pm (Responsible Finance Officer to confirm kick off time)

Gary Stent advised he would arrange for a donation of bananas and requested that the Responsible Finance Officer email him closer to the time to remind him.

Presence at Barry Library

Monday, 29 February – Friday, 4 March at Barry Library

Members noted that they would also like to continue the Fairtrade Foodbank collection.

Fairtrade Breakfast with The Mayor

The Mayor advised that she was looking to potentially hold a Fairtrade Breakfast event and was in the process of trying to arrange a date and source breakfast products that could be used at the event. She advised that she had contacted local supermarkets with only the Co-operative Supermarket advising they could help with donations of tea, coffee sugar and Kit-Kats.

Councillor C Curtis advised that Oxfam sell Fairtrade marmalade.

Members discussed the possibility of incorporating the Mayor’s event with the schools as it was noted that most schools have breakfast clubs. The Mayor advised she would contact Romilly Primary School to enquire if it would be possible to hold the Fairtrade Breakfast at their Breakfast Club.

Barry Beaver Sleepover

Brian Foley informed members that the Barry Beavers would be holding a Fairtrade sleepover on Saturday, 27 February 2016 at the Scout Hall and advised that members were welcome to visit.

RESOLVED:

1. That the Responsible Finance Officer confirm kick off time (Half-time football match)
2. That the Responsible Finance Officer email Gary Stent closer to the time of the football match to remind him of his donation of bananas.
3. That the Mayor continues to look into the possibility of holding a Fairtrade Breakfast and further details are forwarded to the Fairtrade Committee once they are available.

153.

FAIRTRADE CERTIFICATES

Members were requested to consider who will receive Fairtrade Certificates.

Members were advised that unfortunately, due to the workload in the run up to the Christmas period officers had been unable to arrange for the presentation of the certificates to Waitrose and St Helen's Junior School and that Officers are currently in the process of arranging a suitable date in the next six weeks with the Mayor to arrange the presentation.

Members agreed to consider further recipients for the certificate at the next planned meeting to be held in March/April.

RESOLVED:

1. That members are advised once the certificates have been presented to Waitrose and St. Helen's Junior School.
2. That consideration is given to further recipients of the certificate at the next planned meeting to be held in March/April.

154.

SHOP LOCAL

Members were provided with an update regarding the Shop Local campaign.

Councillor R Curtis provided members with a draft leaflet that Committee had previously asked him to design. He noted the following;

- He intentionally kept the leaflet simple in its design.
- Shop Local should be a fixed agenda item.
- The logo should include an additional arrow that says "environment"

- Future meetings should be at 6 pm to allow for businesses to attend.
- Office to produce a final draft of the leaflet to be reviewed by Committee.
- May be beneficial if a representative of Penarth Town Council attends the next meeting.

RESOLVED:

1. That Shop Local should be a fixed agenda item.
2. Office to produce a final draft of the leaflet to be reviewed by Committee (bearing in mind the amendments to the logo)
3. That future meetings should begin at 6 pm to allow for businesses to attend.
4. That a representative of Penarth Town Council is contacted to attend the next Fairtrade Advisory Committee.

The meeting closed at 6.30 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON TUESDAY, 14 JUNE 2016 AT 5.30 PM

PRESENT: Councillor Kuhnell (Chair) together with Councillors C Curtis, R Curtis, Egan, Williams (Arrived at 5.35 pm) and Brian Foley (11th Barry Sea Scouts)(Arrived at 6 pm)

ALSO PRESENT: Mark Sims – Responsible Finance Officer
Robyn Walsh – Minute Taker

155. **ELECTION OF CHAIRPERSON FOR THE 2016/17 MUNICIPAL YEAR**

Councillor Kuhnell was nominated as Chair of the Fairtrade Advisory Committee by Councillor C Curtis and seconded by Councillor Egan.

RESOLVED that Councillor Kuhnell be elected as Chair of the Fairtrade Advisory Committee for the municipal year of 2016/17.

156. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Brook, Evans, Hamilton and Pritchard and Reverend Clive Jones.

Members were advised that Brian Foley was hopeful to be in attendance and would join the meeting as soon as he could.

157. **ELECTION OF VICE CHAIRPERSON FOR THE 2016/17 MUNICIPAL YEAR**

Members agreed to defer nominations for Vice Chairperson of the Fairtrade Advisory Committee due to the role usually being undertaken by a member of the community and with no community members present to nominate, this action was agreed.

RESOLVED that the election of Vice Chairperson be deferred to the next meeting of the Fairtrade Advisory Committee due to be held on Wednesday, 7 September 2016.

158. **TERMS OF REFERENCE**

RESOLVED that the Terms of Reference in respect of the Fairtrade Advisory Committee are received and noted.

5.35 pm – Councillor Williams arrived.

159. **TO APPROVE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE'S MEETING HELD ON 4 FEBRUARY 2016**

MATTERS ARISING FROM MINUTES

- Members requested that their thanks be recorded in respect of Gary Stent's donation of bananas at the Fairtrade Football Match on behalf of the Co-operative Group.
- Minute No. 149 (1) – Councillor C Curtis advised members she had been able to locate the Welsh Assembly Government DVD (in Welsh): Being a Fairtrade Country and handed it to Councillor Kuhnell to make copies.
- Members discussed a way in which to get schools/young people more involved in Fairtrade and agreed that an email should be sent to Ve Van de Voorde of Barry Youth Action inviting their members to the next meeting.
- Members were advised that Gary Stent was no longer the Manager at the Barry Co-operative Store and was now based in Penarth. Members requested that the Responsible Finance Officer visit the Barry Store personally and encourage the new Manager to attend the Fairtrade Meetings.
- Members were updated that the Fairtrade Signs were anticipated to be completed in the 2016/17 financial year and that an application was to be made to the Vale of Glamorgan Council for planning with the funding application following once planning permission had been sought.

RESOLVED:

1. That members thanks be recorded in respect of Gary Stent's donation of bananas at the Fairtrade Football Match on behalf of the Co-operative Group.
2. That Councillor Kuhnell make copies of the Welsh Assembly Government DVD (in Welsh): Being a Fairtrade Country.
3. That the Responsible Finance Officer contact Ve Van de Voorde of Barry Youth Action to enquire if members of BYA would be interested in attending the next meeting of the Fairtrade Advisory Committee.
4. That the Responsible Finance Officer visit the Barry Co-operative Store to encourage the new Manager's participation at the Fairtrade Advisory Committee Meetings.
5. That the minutes of the Fairtrade Advisory Committee's meeting held on 4 February 2016 be approved and signed as a correct record.

160.

RENEWAL OF FAIRTRADE TOWN STATUS

Members were formally informed of the outcome of the application for renewal of the Fairtrade Town Status and what is required of them in the future to maintain that status.

Members agreed that a bigger involvement from the community was needed to ensure Fairtrade Status could be maintained.

Councillor R Curtis suggested that during the Financial Assistance Applications (usually held in March) that information in respect of Fairtrade is included within application packs sent to organisations inviting them to send a representative to a meeting of the Fairtrade Advisory Committee.

Members discussed what could be done in the interim and agreed that letters should be sent to Scout Groups, Churches and the new businesses at Barry Island inviting them to send a representative.

RESOLVED:

1. That the information contained within the report be received and noted.
2. That during the Financial Assistance Applications (usually held in March) that information in respect of Fairtrade is included within application packs sent to organisations inviting them to send a representative to a meeting of the Fairtrade Advisory Committee.
3. That during the interim letters are sent to Scout Groups, Churches and the new businesses at Barry Island inviting them to send a representative.

161.

FAIRTRADE FORTNIGHT 2016

Members were provided with an update on the projects undertaken during Fairtrade Fortnight 2016.

Members were advised that in respect of the Barry Beavers Sleepover, Brian Foley was in the process of gathering evidence of this.

Councillor C Curtis suggested that letters should be sent to all schools to enquire what/if any plans they may have for Fairtrade Fortnight 2017 and request that should they have any planned events, the Committee is made aware and arrangements can be made for the members to join them.

RESOLVED:

1. That the report be received and noted.

2. That Brian Foley continue to gather evidence of the Barry Beaver Sleepover.
3. That letters are sent to all schools to enquire what/if any plans they may have for Fairtrade Fortnight 2017 and request that should they have any planned events, the Committee is made aware and arrangements can be made for the members to join them.

162.

SCHOOLS VISIT

Members were provided with an update of the responses received from local schools in respect of a visit from the Chair of the Committee.

The Responsible Finance Officer made members aware that there is a script available and he would email this to members. He also advised that the presentation did not necessarily have to be given in a school assembly, but rather a small group would also be fine.

Councillor Kuhnell advised that he would take part in the presentations as the Chair of the Committee, with Councillors C Curtis and Williams advised that subject to availability they would also be able to help.

RESOLVED that the Responsible Finance Officer work with Councillors C Curtis, Kuhnell and Williams to arrange further school visits.

163.

SCOUTS FETE 2 JULY 2016

Members were advised of the Scouts Fete being held on Saturday, 2 July 2016 and were asked to confirm if they want a stall.

Members agreed they would like a stall with Councillors R Curtis, Kuhnell and Williams advising they would be available on the day to man it. The Responsible Finance Officer advised he would email all Councillors requesting more volunteers.

Councillor R Curtis enquired if members felt the petition should be changed, with members agreeing that it should remain the same. However, a date should be set for the petition to be presented to the Mayor at a meeting of Full Council to be held on Monday, 12 September 2016.

Councillor C Curtis suggested that the Responsible Finance Officer contact Waitrose to enquire if they would be happy to donate a hamper to be raffled on the day of the Fete.

The Responsible Finance Officer advised he would check stock levels of "freebies" and replenish if necessary.

RESOLVED:

1. That a stall be reserved at the Scout Fete to be held on Saturday, 2 July 2016 for use by the Fairtrade Advisory Committee.
2. That the Responsible Finance Officer contact all Councillors to request volunteers to help man the stall on the day.
3. That the petition be presented to the Mayor at a meeting of Full Council to be held on Monday, 12 September 2016.
4. That the Responsible Finance Officer contact Waitrose to enquire if they would be happy to donate a hamper to be raffled on the day of the Fete.
5. That The Responsible Finance Officer check stock levels of “freebies” and replenish if necessary.

164.

FAIRTRADE CERTIFICATES

Members were provided with an update relating to Fairtrade Certificates.

Members discussed and agreed that due to their commitment to raising the profile of Fairtrade, the Barry Sea Scouts would be a worthy recipient of the Certificate.

Councillor C Curtis also requested that a letter of thanks be sent to Gary Stent of the Co-operative Shop for all his help and hard work whilst he was a member of the Fairtrade Advisory Committee.

RESOLVED:

1. That due to their commitment to raising the profile of Fairtrade, the Barry Sea Scouts are awarded a Fairtrade Appreciation Certificate.
2. That a letter of thanks be sent to Gary Stent of the Co-operative Shop for all his help and hard work whilst he was a member of the Fairtrade Advisory Committee.

165.

BEATS, EATS AND TREATS

Members were advised of a new event organised by the Vale of Glamorgan Council called Beats, Eats & Treats held on Barry Island that members may want to have a stall at in the future.

Members discussed and agreed it may be premature to agree a stall due to the uncertainty of the Committee with a new administration being in place shortly before the event and that the Committee did not

want to make that decision for the new administration incurring costs for them.

Members requested that further information be sought in respect of cost and the number of days required to aid in their decision.

RESOLVED that the Responsible Finance Officer gather more information in respect of cost and the number of days required to aid in the Committee's decision.

6 pm – Brian Foley arrived.

166.

SHOP LOCAL

Members were advised of an update regarding the Shop Local Campaign.

Members discussed and agreed that the main objective of the campaign is to encourage people to use local shops within the town and that it may transpire that Fairtrade and Shop Local may become two separate Committee's to encourage different audiences.

Members discussed the promotional poster attached and agreed that this would be delivered to local businesses and agreed it would be best to deliver after the referendum to avoid being disregarded with all the leaflets businesses would most likely be receiving at this time, and so members agreed beginning of August would be ideal.

It was also discussed and agreed that the meeting would begin at 6 pm to allow for businesses to attend and "Shop Local" would be the first item.

RESOLVED:

1. That the main objective of the campaign is to encourage people to use local shops within the town.
2. That the promotional poster inviting businesses to attend the meeting to be held on Wednesday, 7 September at 6 pm would be delivered at the beginning of August.
3. That "Shop Local" would be the first agenda item in future.

The meeting closed at 6.20 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON TUESDAY, 7 SEPTEMBER 2016 AT 6 PM

PRESENT: Councillor Kuhnell (Chair) together with Councillors Brooks, Cash, C Curtis, Egan, Drake, N Hodges, S Hodges, Powell, Pritchard, Wilkinson and Brian Foley (11th Barry Sea Scouts)

ALSO PRESENT: Angie Norman – Acting Town Clerk
Mark Sims – Responsible Finance Officer
Robyn Walsh – Minute Taker

167. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Hardy and Williams.

168. **ELECTION OF VICE CHAIRPERSON FOR THE 2016/17 MUNICIPAL YEAR**

Brian Foley of the 11th Barry Sea Scouts was nominated as Vice Chairperson of the Fairtrade Advisory Committee by Councillor C Curtis and seconded by Councillor Wilkinson.

RESOLVED that Brian Foley of the 11th Barry Sea Scouts be elected as Vice Chairperson of the Fairtrade Advisory Committee for the municipal year of 2016/17.

169. **MINUTES OF the FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 14 JUNE 2016**

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 14 June 2016 be approved and signed as a correct record,

170. **SHOP LOCAL**

The following local traders/organisations were present for “Shop Local”:-

Alison Moyer – Care 4 Pets & My Favourite Pet Shop
Graham Davies – GD Graphics
Rhian Lees – Pride in Barry
Chris Edwards – Town Centre Development Officer
Gareth Lewis – Just 4 Nailz, Just 4 Tanz & Just 4 Letz
Bob Armstrong – Dr Bob’s Balloons
Russel Wiles – Local Entertainer

Councillor Kuhnell began discussions by explaining what Council hoped to achieve through this initiative and the suggestions they had:-

Price Comparisons between larger and local stores

Local map of shops
Loyalty Schemes

He noted that the main aim of the scheme was to *shop locally in independent stores*.

Councillor Curtis noted that although the main aim of the scheme would be to encourage local, independent shops to engage with the Council, she would not want to deter the larger stores from getting involved either.

An in-depth conversation was held and the following suggestions were made:-

- Road Signage pointing customers in the right direction of the various shopping areas.
- Link shopping areas with the newly introduced bus route.
- Appoint a representative from Barry Town Council to sit on the Barry Town Centre Forum (subject to an invitation being received).
- Christmas Lights at Park Crescent
- Advertisements on Arriva Trains
- Update information boards at train stations.
- An awareness campaign to show residents the benefits to the economy through shopping locally.
- “Spend a tenner locally”
- A shopping map which also shows calories burned with the idea being to promote the shopping experience.
- Start an email forum where ideas/suggestions can be emailed for inclusion within future agendas to enable better structured meetings.
- Late Night Shopping Thursdays
- Welcome Pack delivered at new developments for newly arrived residents to be made aware of the local shops around them.
- Shop Local will need to become a separate meeting.
- Consider setting a budget

Traders also made the Council aware of the following issues that they felt were affecting them:-

- Struggling against larger stores.
- A lack of awareness from residents in respect of the shops available to them and their locations.
- Residents unaware of the services their local shops provide such as free delivery.
- Lack of parking
- A lack of “working together” from other traders.

A discussion was held in respect of linking the Shop Local campaign with Shop Local Saturday to be held on Saturday, 26 November 2016 and it was agreed that the Shop Local Committee (if agreed) should meet before this date to discuss any plans.

RECOMMENDATIONS:

To a meeting of Full Council to be held on Monday, 12 September 2016:-

1. That a Shop Local Advisory Committee is established.
2. That the Acting Town Clerk writes to the Vale of Glamorgan Council to enquire if they would consider forming a partnership in respect of the promotion of “Shop Local”.
3. That a budget is set for the purpose of promoting “Shop Local”.
4. That Christmas Lights are considered to be placed at Park Crescent, Barry.
5. That a representative is appointed to represent the Council at the Barry Town Centre Forum, subject to an invitation being received from Chris Edwards (Town Centre Development Officer) of the Vale of Glamorgan Council.
6. That an email forum is established to engage with local traders/organisations to ensure a better structured meeting.
7. That a register of local traders is established.
8. That Officers write to the Vale of Glamorgan Council to enquire if the information boards situated outside the various train stations could be updated.

9. That subject to Full Council agreeing recommendation 1, the Shop Local Advisory Committee meet on Monday, 3 October 2016.

Councillor Kuhnell thanked all those who attended and invited them to stay for the remainder of the meeting if they so wished.

All traders left aside from Alison Moyer.

171.

BEATS, EATS AND TREATS

Members were provided with an update of the Vale of Glamorgan Council's Beats, Eats and Treats event being held during June 2017.

The Responsible Finance Officer informed members that he had contacted Mark Petherick at the Vale of Glamorgan Council who advised that the Beats, Eats and Treats event would take place on the weekend 3/4 June 2017 and that all stalls will need to be manned on both days. He was unable to provide costings at the present time, but would forward these as soon as they were available with a further report being provided to Committee at this time.

The Acting Town Clerk advised members that they may wish to consider not limiting themselves to only promoting Fairtrade at this stall and that they may wish to promote the Town Council as a whole at future events to promote all services the Council offer such as Fairtrade, Shop Local, Grants etc.

RESOLVED that the report be received and noted.

RECOMMENDATION to a meeting of Full Council to be held on Monday, 12 September 2016 that this Council reserves a stall at the forthcoming Beats, Eats and Treats event to be held on the weekend 3/4 June 2017 and the stall be used to promote the Town Council and its services.

172.

FAIRTRADE CERTIFICATES

Members were provided with an update relating to Fairtrade Certificates.

It was agreed that this item be deferred until such a time that a date has been set for the Barry Sea Scouts to be presented with their certificate which is anticipated to be at the end of September.

RESOLVED:

1. That the report be received and noted.
2. That a further report be deferred until such a time that a date has been set for the Barry Sea Scouts to be presented with their certificate.

173. **FAIRTRADE FORTNIGHT 2017**

Members were provided with an update on Fairtrade Fortnight 2017.

The Acting Town Clerk suggested to members that they would need to consider new initiatives in the future to ensure retention of Fairtrade Status.

Members discussed and considered the following:-

- The Town Clerk to work with Mark Petherick to discuss ways in which Fairtrade can be promoted.
- That Officers contact Barry Town United AFC to enquire the cost of sponsoring a logo on a team's football kit.

RESOLVED:

1. That the Town Clerk writes to Mark Petherick to discuss ways in which Fairtrade can be promoted.
2. That Officers contact Barry Town United AFC to enquire the cost of sponsoring a logo on a team's football kit.
3. That the information contained within the report be received and noted.

174. **DATE OF NEXT MEETING**

RESOLVED that the date of the next Fairtrade Advisory Committee meeting will be held week commencing 14 November 2016 with members being notified of the exact date accordingly.

The meeting closed at 7.25 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 16 NOVEMBER 2016 AT 6 PM

PRESENT: Councillor Kuhnell (Chair) together with Councillors Curtis, Egan, Drake, N Hodges, S Hodges and Brian Foley (11th Barry Sea Scouts)

ALSO PRESENT: Angie Norman – Deputy Town Clerk
Rebecca Blackwell – Administrator

175. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wilkinson.

176. **MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 7 SEPTEMBER 2016**

The Deputy Town Clerk gave an update from the action sheet with regard to 173 (1). The Town Clerk had contacted Mark Petherick of the Vale of Glamorgan Council but he advised that he is not the point of contact for this but gave the Town Clerk contact details of who he believed could be of assistance. Therefore, contact is yet to be made.

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 7 September 2016 be approved and signed as a correct record.

177. **FAIRTRADE CERTIFICATES**

The Deputy Town Clerk advised that Brian Foley had mentioned that Greggs sell Fairtrade Coffee. Members agreed that Greggs should be contacted as they are a national company within Barry and it would be good to have a Certificate within the shop. Also that Dow Corning will need following up as they use a lot of Fairtrade items within the canteen and they also have a display banner promoting Fairtrade.

Councillor S Hodges advised that Ysgol Gwan Y Nant held a Fairtrade Tuck Shop Fundraiser to raise money for their community gardens and felt that it would be a good idea to contact them on this as there may be a possibility they would hold the event again.

The Deputy Town Clerk advised that Ysgol Gwan y Nant will be put onto the list for future consideration and that an invitation to the Fairtrade meetings be sent to them.

RESOLVED:

1. That a letter be sent to Greggs asking them about the Fairtrade products they sell and that further contact be made with Dow Corning with regard to them receiving a certificate for supplying and promoting Fairtrade products.

2. That a letter be sent to Ysgol Gwyn Y Nant regarding their Fairtrade Tuck Shop fundraiser and that they be placed on the list of organisations for consideration to receive a certificate in the future.

178.

FAIRTRADE FORTNIGHT 2017

Members were provided with information regarding an idea for 2017 Fairtrade Fortnight. As the theme for next year is put Fairtrade in your break, the Deputy Town Clerk suggested that the Council have the potential to organise a Great Fairtrade Bake Off which would fit within the theme as coffee, cake and biscuits would fit into your break.

Bryan Foley suggested contacting Barry College and asking if the catering department would be interested in holding an event to raise awareness.

Councillor Curtis agreed and suggested that we contact the college early to ask if they would be interested and suggested that the Council could sponsor the event with prizes for different categories.

Councillor S Hodges advised that the Mayor's Afternoon Tea was well received and this could be a way forward with regard to Fairtrade.

Councillor Kuhnell said that it was his understanding that the stall at the Beats, Eats and Treats weekender was dismissed due to there being a new administration following the elections in May. Councillor Curtis advised that it wasn't dismissed and that the new administration along with the advisory group will continue with a stall at Beats, Eats and Treats and that it will be a Barry Town Council Stall rather than a stall to advertise just Fairtrade.

The Deputy Town Clerk advised that promotional material will be available on the Barry Town Council Stall at the Mayor's Event on Saturday, 19 November 2016.

Discussions were made with regard to holding events at various locations, one of them being Academy Coffee House at the recently renovated Pumphouse with encouragement of schools getting involved with Fairtrade fortnight. Councillor Curtis suggested that the budget be checked with regard to supplying prizes for such events.

RESOLVED:

1. That the Fairtrade Advisory Committee are happy to go ahead with a Bake off theme for Fairtrade Fortnight and that the Deputy Town Clerk be responsible for organising the event.

2. That the Deputy Town Clerk contacts Barry College with regard to the catering department holding an event over Fairtrade Fortnight.
3. That the Deputy Town Clerk investigates other venues to hold events to promote Fairtrade Fortnight and also contact the schools to see if they would be interested in holding a Great Fairtrade Bake Off.

179.

CONTACTS TO BE MADE

Members were provided with an update on the contacts to be made.

The Deputy Town Clerk advised that the letters had been sent to Scout Groups, Churches and Businesses on Barry Island but no responses had been received. It was suggested that visiting the businesses would be beneficial. The coffee shops to be visit would be:

- Academy Espresso Bar
- Coffee Cove
- Bay 5
- Whitmore + Jackson
- Cadwaladers
- Johns Café
- Costal Coffee

Councillor N Hodges advised that he had a conversation with the owner of Bradley's Coffee which is situated under Golau Caredig and he advised that he might be changing coffee contracts; therefore Councillor N Hodges advised that he would speak to the owner again regarding the use of Fairtrade Coffee.

Councillor Curtis said that it is understood that Fairtrade is not all about coffee but within Barry is it a good link into business as there are various coffee shops within Barry.

RESOLVED: That the Deputy Town Clerk would establish links with the remaining coffee shops in Barry that have yet to be contacted.

180.

WELCOME TO BARRY ROAD SIGNS

Members were provided with an update regarding the addition of 'Fairtrade Town' road signs on the 'Welcome to Barry' signs.

The Deputy Town Clerk advised that she had received an email that morning stating that Fairtrade Wales would be happy to fund the £500 towards the additional signs for Barry.

RESOLVED: that the Responsible Finance Officer be instructed to progress the installation of "Fairtrade Town" road signs

181.

PRESENTATION PACKS

The Deputy Town Clerk asked members whether they felt it necessary to have packs made up for when they visit schools to talk about Fairtrade.

Councillor Kuhnell advised that the DVD worked really well and no further presentation material was needed.

Councillor N Hodges suggested that the DVDs are sent to each school for them to use as educational material in assembly's.

The Deputy Town Clerk advised members that a promotional booklet had been received and it talked about Fairtrade Gold. It suggested that organisations could hold an exhibition evening showcasing the photos taken of Gold Miners in the hunt for Fairtrade Gold. She suggested that this could take place at the Pioneer Hall. Councillor Egan suggested contacting Art Central and enquire about using their space for an exhibition.

Bryan Foley advised that Hilda Dopp was involved with the shop Fair Dos and that he would contact her.

RECOMMENDATION:

1. That further copies be made of the DVD, with the original being returned to Councillor Cutis.
2. That further information is sought with regard to the Fairtrade Gold exhibition.
3. Bryan Foley contact Hilda Dopp to establish whether she is still involved with Fair dos

182.

SCHOOL VISITS

Members discussed the School Visits and commented that they have been well received. The Deputy Town Clerk advised that not all schools were forthcoming for visits.

RECOMMENDATION: That the Governors of those schools yet to receive a presentation contact the schools to ask if they would be interested in receiving one.

Councillor Drake left at 6.30pm

183.

SOUTH WALES FAIRTRADE SUPPORTERS DAY

Members were provided with a report detailing the information for the South Wales Fairtrade Supporters Day which is due to be held in January 2017

Members were asked to specify a date in which they would like to attend. Councillor Curtis suggested accepting the invitation to be present on the day and that either date suggested would be acceptable but ask how many representatives could the Council send.

The Deputy Town Clerk advised that this would have to be organised prior to the next meeting and therefore correspondence would have to take place via email.

Members agreed that correspondence would be accepted via email.

RECOMMENDATION:

1. That the Deputy Town Clerk respond to the enquiry in respect of the South Wales Fairtrade Supporters Day advising that either date is acceptable to the Advisory Group.
2. That the Deputy Town Clerk ask in the letter how many representatives would the group be able to send.

184.

DATE OF NEXT MEETING

RESOLVED that the date of the next Fairtrade Advisory Committee meeting will be held week commencing 9 January 2017 with members being notified of the exact date accordingly.

The meeting closed at 6.40 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 9 JANUARY 2017 AT 6.00 PM

PRESENT: Councillor Kuhnell (Chair) together with Councillors Curtis, Egan, N Hodges, S Hodges, Johnson and Brian Foley (11th Barry Sea Scouts)

ALSO PRESENT: Emily Forbes – Town Clerk
Rebecca Blackwell – Administrator
Aled Pickard – Fair Dos

185. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bertin and Wiliam.

186. **MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 16 NOVEMBER 2016**

RESOLVED:

1. That the minutes of the Fairtrade Advisory Committee meeting held on 16 November 2016 be approved and signed as a correct record.
2. That the Deputy Town Clerk chase Barry College with regard to the catering department holding an event over Fairtrade Fortnight 2017.
3. That the Deputy Town Clerk continues to investigate alternative venues to hold events to promote Fairtrade Fortnight and also chase the schools to see if they would be interested in holding a Great Fairtrade Bake Off.

187. **PRESENTATION FROM FAIR DO'S OUTREACH WORKER**

The Chair introduced Aled Pickard from Fair Do's.

Aled began his presentation explaining that the focus is on Fairtrade in Africa. He talked about the distribution of wealth and why Fairtrade is necessary and explained that Fairtrade is about better prices, working conditions, local sustainability and fair terms of trade for farmers and workers in the developing world and Fair Trade addresses the injustices of conventional trade, which traditionally discriminates against the poorest and weakest producers. He also covered the statistics regarding Fairtrade and advised members of the Committee of organisations in Africa that produce Fairtrade items that are sold in the Fair Do's shop in Cardiff. Those organisations were Cards from Africa, Denur Crafts and Gumutindo Coffee Cooperative.

The presentation continued covering subjects such as the Size of Wales, 10 million trees which is a project to plant and protect 10 million trees in a deforested part of Uganda. Aled advised that Pontypridd and the wider area of the Rhonda Cynon Taff are twinned with a district in Uganda called Mbale.

Councillor N Hodges thanked Aled for his presentation and advised that the figures were interesting and that it is great to see how many cups of coffee consumed can help the coffee farmers.

Aled thanked members and advised that he was available until the end of March to present at schools and other organisations if the Council requires his assistance and that all the information is on the Fair Do's website for information.

He also advised that he had a selection of Fairtrade items for sale. The Chair suspended the meeting for 5 minutes for members to purchase and look at items that Aled had brought from the shop Fair Do's.

RESOLVED:

1. That members receive and note the presentation.
2. That the link to the presentation given by Aled be circulated to all Councillors.

188. **FAIRTRADE CERTIFICATES**

The Town Clerk advised that the Deputy Town Clerk had sent letters but as yet no response had been received. Bryan Foley advised that he had been in contact with Dow Corning and Councillor N Hodges would chase Ysgol Gwaun y Nant.

RESOLVED:

1. That the information within the report be received and noted.
2. That Councillor N Hodges chase Ysgol Gwaun Y Nant in respect of them receiving a Certificate to recognise their contribution to Fairtrade.

189. **FAIRTRADE FORTNIGHT**

The Town Clerk advised that there had been no response to the letters sent out by the Deputy Town Clerk. Bryan Foley advised that the beaver group will be holding a bake off event on February 19 and he would speak with the leaders to suggest that the Bake off has a Fairtrade theme. Councillor Curtis asked if a sponsored football match had been organised. The Town Clerk advised that she would

investigate and advise. Councillor Johnson advised that Barry Town AFC are at home on 25 February and 11 March which are in the timeframe of Fairtrade Fortnight.

Councillor Curtis also asked if there would be a display at the library again this year, she advised that the usual space for the display is no longer available since they have re organised the library but Councillor S Hodges advised that they have lockable display cabinets which we could enquire to utilise. The Town Clerk advised that she would contact the library to enquire about displaying Fairtrade material within Fairtrade Fortnight.

RESOLVED:

1. That the information within the report be received and noted.
2. That Bryan Foley investigates if Barry Beavers 'Bake Off' event can be Fairtrade themed.
3. That Barry Town Football Club be asked if they wish to have one of their matches within Fairtrade Fortnight be sponsored by the Town Council and that a Fairtrade football be provided to them.
4. That Barry Library be contacted to enquire about displaying Fairtrade promotional material for Fairtrade Fortnight.

190.

UPDATE FOR NEW CONTACTS

The Town Clerk advised members of the information provided within the report. She advised that she would be visiting the Mount Rooms the day following this meeting and that she would enquire about Fairtrade products whilst at that meeting.

RESOLVED:

1. That members receive and note the information within the report.
2. That the Deputy Town Clerk continues to establish links with coffee shops in Barry to help promote Fairtrade.
3. That the Town Clerk enquires at a meeting with the Mount Rooms regarding the use of Fairtrade.

191.

**WELCOME TO BARRY ROAD SIGNS – INCLUSION OF
'FAIRTRADE TOWN'**

The Town Clerk advised that the Vale of Glamorgan had been in contact regarding the Fairtrade sign additions and that there would be an upfront cost of £250 for the initial design setup cost and that this would come within the 2016/17 budget, as it had been increased to £3,000 to cover this cost. She also advised that the estimate provided was for the sign to be white with black writing which would not match the current signage. Therefore an estimate has been requested for the sign to be black with gold writing to match the current signage.

Councillor Johnson asked for clarification on whether the signs will be bi-lingual, the Town Clerk responded that the signs will be bi-lingual.

RESOLVED: That members receive and note the information provided in the report and by the Town Clerk.

192.

SOUTH WALES FAIRTRADE SUPPORTERS DAY

Members were provided with the information regard the South Wales Fairtrade supporters day. Councillor Johnson asked if there was an agenda for the event. The Town Clerk advised that she had not been provided with an agenda. Aled also advised that the event will probably be a networking event.

RESOLVED: that members receive and note the information provided within the report.

193.

FAIRTRADE GOLD PHOTO EXHIBITION

Councillor Curtis advised that this would be a good exhibition to host and that other Town and Community Councils should be contacted to see if they would like to work with the Town Council.

Members asked how the photographs would be received by the Council and would there be any costs involved with receiving them. The Town Clerk advised that she did not have that information to hand but would enquire the costings regarding the photographs.

Councillor Johnson advised that Dinas Powys and Penarth have Fairtrade status and that they should be contacted.

Members agreed that communications regarding the Fairtrade gold photographs can be received via email.

RESOLVED:

1. That the costings of the Photographs be investigated.

2. That contact is made to the Town and Community Councils within the Vale of Glamorgan asking if they would like to work with the Council in holding an exhibition of Fairtrade Gold Photographs.

194.

DATE OF NEXT MEETING

RESOLVED that the date of the next Fairtrade Advisory Committee meeting is to be scheduled and members advised.

The meeting closed at 6.45 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 11 SEPTEMBER 2017 AT 6.00 PM

PRESENT: Councillors Hawkins, N Hodges, S Hodges, Johnson, William and Bryan Foley (11th Barry Sea Scouts)

ALSO PRESENT: Angie Price – Deputy Chief Officer
Robyn Walsh – Community Development Officer
Rebecca Blackwell – Administrator

1. ELECTION OF CHAIRMAN

Members were requested to elect a Chairman.

Councillor Johnson was nominated as Chairman of the Fairtrade Advisory Committee for the 2017/18 municipal year.

Members also nominated Bryan Foley as Vice Chairman of the Fairtrade Advisory Committee for the 2017/18 municipal year.

RESOLVED:

1. That Councillor Johnson be elected as Chairman of the Fairtrade Advisory Committee for the 2017/18 municipal year.
2. That Bryan Foley be elected as Vice-Chairman of the Fairtrade Advisory Committee for the 2017/18 municipal year.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Collins, Drake, Hooper, Lloyd-Selby, Payne, Perkes and Richardson.

3. MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 9 JANUARY 2017

Members were asked to approve the minutes of the last Fairtrade Advisory Committee meeting held on 9 January 2017.

The chair requested an update with regard to the action sheet.

The Deputy Chief Officer advised members that contact had been made with Greggs on Holton Road and a response had been received whereby she was advised to contact their head office. She explained that she had written to Greggs head office and as yet, had not received a response.

Councillor S Hodges advised that she would confirm if Greggs had a Twitter account and if so she would tweet them directy.

The Deputy Chief Officer provided an update regarding minute no. 190 (2) advising that she had not had time to make contacts with local

coffee shops as requested, but asked if members could make contact as and when possible.

Councillor N Hodges advised that in relation to minute no. 188 (2) Fairtrade footballs were presented to Ysgol Gwaun y Nant. However, no further contact had been received from the school in relation to presenting them with a certificate in recognition of their Fairtrade achievements.

RESOLVED:

1. That the minutes of the Fairtrade Advisory Committee meeting held on 9 January 2017 be approved and signed as a correct record.
2. That members continue to build links with local coffee shops with regard to them using Fairtrade products.
3. That Councillor S Hodges' confirms if Greggs have an official Twitter account and if so she will tweet them directly.
4. That the Community Development Officer arranges a date for the Mayor to present a certificate to Ysgol Gwaun Y Nant.

4. **FAIRTRADE NEWS**

The Deputy Chief Officer advised that the Community Development Officer will be taking Fairtrade forward following this meeting.

Members were made aware that the application for Hub Cymru Africa's grant scheme was now open. However, due to Committee not having met in this period, an application to this fund may not be possible due to the deadline being 18th September 2017. Members were advised that any ideas could be forwarded to the Community Development Officer or members could apply themselves.

RESOLVED:

1. That the information provided within the Fairtrade news be received and noted.
2. That should members have any ideas with regard to the Hub Cymru Africa's Grant Scheme that they forward them to the Community Development Officer or apply themselves.

5. **SAINSBURY'S WITHDRAWAL FROM FAIRTRADE**

Members were provided with a report regarding Sainsbury's withdrawal from Fairtrade.

Councillor S Hodges suggested that the Town Council write to Sainsbury's reiterating the concerns raised by Fairtrade Wales.

The Community Development Officer suggested that social media platforms could be used to encourage people to sign the petition and write letters of their own.

The Chair asked if a larger copy of the Fairtrade 'Don't Ditch' teacup could be requested so that a peaceful protest could be arranged at the Barry Store. He also suggested that a letter be sent to the local Sainsbury's store advising them that the committee wish to hold a peaceful protest outside the Store.

Councillor Hawkins asked why they were moving away from Fairtrade to Fairly Traded. The Deputy Chief Officer explained that Fairly Traded does not guarantee the farmers the same rights as Fairtrade farmers.

RESOLVED:

1. That Cafod be contacted and a large teacup is requested along with further information regarding Sainsbury's Withdrawal from Fairtrade.
2. That a Facebook and Twitter post be circulated to encourage people to sign the petition
3. That all Councillors be encouraged to sign the petition.
4. That a letter is sent to Sainsbury's Head Officer reiterating the concerns raised by Fairtrade Wales.
5. That a letter be sent to Sainsbury's Local, Barry advising that the Town Council are not happy with their move away from Fairtrade and that it is the Committee's intention to hold a peaceful protest should Sainsbury's continue with their plans.

6. **FAIRTRADE RUGBY BALLS**

Members were provided with a report regarding the release of Fairtrade rugby balls. Councillor N Hodges advised that Barry Rugby Club would be happy to be involved and suggest that 10 balls be purchased with 5 being presented to Barry Rugby Club and 5 reserved for future use.

The Community Development Officer suggested that the Council could run a competition during the Six Nations next year where the winner could win a rugby ball.

RESOLVED:

1. That the Community Development Officer requests a donation of balls from Bala Sport and if the request is unsuccessful then 10 rugby balls be purchased.
2. That once the rugby balls have been purchased, a presentation with Barry Rugby Club be organised.

4. That a competition to win a "Fairtrade Rugby Ball" is arranged during the Six Nations.

7. **FAIRTRADE CERTIFICATES**

Members were provided with a report regarding Fairtrade Certificates. The Deputy Chief Officer advised that the Community Development Officer will contact Ysgol Gwaun Y Nant to arrange a date for a presentation with the Mayor being present.

Bryan Foley asked if Dow Corning had been contacted regarding a certificate and presentation as he had advised at a previous meeting that they use a lot of Fairtrade products in their canteen and had forwarded the necessary information to the Deputy Chief Officer.

The Deputy Chief Officer responded that she had received the information in question from Bryan Foley but requested that he forward this again.

Councillor N Hodges asked if a bi-lingual certificate could be presented. Councillor Johnson noted that in future all certificates should be bi-lingual.

Councillor S Hodges wished to congratulate the Town Council on the installation of the Fairtrade signs around Barry.

RESOLVED:

1. That the Community Development Officer contacts Ysgol Gwaun Y Nant to arrange a certificate presentation with the Mayor.
2. That in future all Fairtrade certificates are produced bi-lingually.
3. That Bryan Foley forward the information relating to Dow Corning qualifying for a Fairtrade certificate to the Deputy Chief Officer, whereby upon receipt action can be taken to arrange a certificate.
4. That an invite be sent to Dow Corning inviting them to any future meetings.

8. **FAIRTRADE GOLD EXHIBITION**

Councillor N Hodges provided members with a brief overview of the suggested Fairtrade Gold Exhibition photographs, advising members that they do not charge for the supply of the photographs but do suggest a donation of £35 and suggested that an event be organised.

Members discussed the event and suggested that Fairtrade products should be served and that it be arranged as a Mayoral event

RESOLVED that the Community Development Officer establishes a date with the Mayor to hold an exhibition at a cost of £35 (suggested donation) and contact is made with the organisers.

9.

FUTURE EVENTS

Members were provided with a report by the Community Development Officer.

The Community Development Officer expanded on ideas within the report.

The Chair suggested that the Community Development Officer make contact with Julian at Fairtrade Wales to see if there were any campaigns that the Fairtrade Committee could collaborate with.

Councillor S Hodges asked if the Scouts have any plans. Bryan Foley responded that they have only just returned from the summer break but a plan could be made for Fairtrade fortnight.

The Community Development Officer advised that the marketing pod that was purchased for Shop Local has an interchangeable banner and a Fairtrade banner could be purchased and used at events.

The Chair also suggested that more volunteers are needed to increase the awareness of Fairtrade Barry and that it should be community led, not just Councillors. Bryan Foley advised that community groups are disappearing due to funding and lack of volunteers.

The Chair suggested that it may be beneficial if there is a Fairtrade stall at the High Street lights switch on. Councillor S Hodges responded that this would need to be addressed with the High Street Traders. The Chair requested that it be placed on the Shop Local agenda for discussion.

Councillor N Hodges asked if there were any plans to work with Barry Football Club this season.

The Deputy Chief Officer advised that contact would be made shortly to arrange the annual Fairtrade Fortnight Football match and queried if there was a way to increase the amount of Fairtrade products at the football ground.

The Chair advised that they have two refreshment points, one is a burger van and another is in the clubhouse, he suggested that it could be possible to suggest to the football club that Fairtrade tea and coffee should be encouraged.

RESOLVED:

1. That the Community Development Officer works on the future events within the report and develops social media connections.

2. That an email be sent to Barry Football Club to arrange a 'Fairtrade' football match during Fairtrade Fortnight.
3. That an item be placed on the next Shop Local agenda to discuss the presence of Fairtrade at the Christmas lights switch on.
4. That the Community Development Officer obtains costings for a Fairtrade 'banner' to be used on the marketing pod.

10. **DATE OF NEXT MEETING**

Members discussed the possibility of the date of the next meeting, noting that it would be beneficial if it were to be held before the meeting of Shop Local (due to be held on Thursday, 9 November) to discuss the possibility of having a space at the High Street Christmas Lights switch on.

Members discussed and it was agreed that the next meeting of the Fairtrade Advisory Committee would be held on Monday, 16 October 2017 at 6 pm.

RESOLVED that the date of the next Fairtrade Advisory Committee meeting is to be scheduled for Monday, 16 October 2017 at 6pm.

The meeting closed at 6.50 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIR TRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 16 OCTOBER 2017 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, S Hodges and Bryan Foley (11th Barry Sea Scouts)

ALSO PRESENT: Robyn Walsh – Community Development Officer
Rhian Burns – Administrator

11. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Collins, N Hodges, Hooper, Richardson and S Wiliam.

12. **TERMS OF REFERENCE**

RESOLVED that the terms of reference be approved and noted.

13. **MINUTES OF MEETING HELD ON 11 SEPTEMBER 2017**

Members were asked to approve the minutes of the Fairtrade Advisory Committee meeting held on 11 September 2017.

The chair noted that the resolved points on items 5, 6 and 8 should have been recorded as recommendations.

The Community Development Officer made members aware that at the last meeting of Fairtrade members requested that she obtained costings for a wraparound banner to be utilised on the marketing pod previously purchased by Council. She advised that the cost of this would be £135 and requested that members agree that this costing is recommended to the meeting of the Finance, Policy & General Purposes Committee due to take place at 7 pm (same day).

Members discussed and agreed that this would be the best way forward.

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 11 September 2017 be approved and signed as a correct record, subject to the amendments above.

RECOMMENDED to a meeting of the Finance, Policy & General Purposes Committee due to be held on 16 October 2017, that £135 is allocated from the Fairtrade budget for the purpose of purchasing a Fairtrade wraparound banner to be used in conjunction with the marketing pod previously purchased.

14.

HIGH STREET CHRISTMAS LIGHT SWITCH ON

The Community Development Officer opened the discussion by asking members what presence they would like to have at the Christmas Lights switch on.

Councillor S Hodges queried the dates of the High Street and Holton Road Christmas light switch on events. The Community Development Officer advised that the High Street event would be held on Friday 24th November and the Holton Road event would be held over two days on 25th and 26th November.

Councillor Johnson noted that if possible there should be a presence from the Fairtrade Advisory Committee at both events. He also queried what the traders had planned for both sites.

The Community Development Officer advised that the High Street traders had planned a Victorian style Christmas Fayre and that Holton Road traders would be holding a Christmas Market in the Thompson Street car park as well as other activities on King Square.

Councillor Johnson asked the Community Development Officer to liaise with the Holton Road and High Street traders to find a pitch in a convenient location for each event.

Members discussed what could be given out from the stand. The Community Development Officer advised that Divine Chocolate were sending a sample of chocolates that could be used. It was also suggested that a donation of Fairtrade bananas be requested from local supermarkets or alternatively that they be sourced from a local independent business.

A discussion took place around what times the pitch would need to be covered to achieve maximum footfall.

RESOLVED:

1. That the Community Development Officer liaise with the High Street and Holton Road traders to identify a pitch location for both events.
2. That snacks and information be sourced to hand out at the event.

15.

SAINSBURY'S WITHDRAWAL FROM FAIRTRADE – PEACEFUL PROTEST

The Community Development Officer advised members that she had written to both the CEO of Sainsbury's and the manager of the local store to inform them of the intention of the committee to organise a peaceful protest at the Barry store.

Councillor Johnson noted that there had been a day of action organised by the Fairtrade Foundation on 28 October 2017 which could be a suitable date for the protest.

Councillor Hawkins agreed that it was an important issue and felt that a protest would be appropriate.

The Community Development Officer suggested that Barry Youth Action members might be interested in attending the protest.

Councillor S Hodges suggested inviting the Dinas Powys Fairtrade group to join the protest at the Barry store as this would be their closest store.

Councillor Johnson questioned whether it would be possible to source some signs for the protest. The Community Development Officer noted that she had been advised by Cafod to download material from their website to use. Councillor Johnson requested that the signs be available in English and Welsh.

Councillor S Hodges queried whether a petition should be available during the protest and members agreed it should.

The Community Development Officer also advised that she would inform Sainsbury's Barry of their intention to hold a Peaceful Protest and specify the date and time. Councillor Johnson suggested that South Wales Police should also be informed.

RESOLVED:

1. That the report be received and noted
2. That a peaceful protest be held from 11.00 – 12.00 on Saturday 28 October 2017
3. That the Community Development Officer create signs to be used for the protest
4. That a petition is produced for use on the day of the protest
5. That Barry Youth Action and Dinas Powys Fairtrade group are invited to attend the peaceful protest
6. That South Wales Police and Sainsbury's Barry are notified of the date and time that the Peaceful Protest will take place

16.

SHOP LOCAL BARRY ADVISORY GROUP MEETING

Councillor Johnson advised members that at the next meeting of the Shop Local Barry Advisory Group there would be an item on the

agenda to discuss ways in which local traders could work together to promote Fairtrade and the use of Fairtrade products. He noted that it was important to look at opportunities for local traders to get involved with the work of the Fairtrade committee as the town's Fairtrade status depended on this.

RESOLVED: That it be noted that an item will be placed on the next Shop Local Barry Advisory Group agenda due to be held on Thursday 9 November 2017 to discuss ways in which local traders could work together to promote Fairtrade and the use of Fairtrade products.

17. **FAIR TRADE GOLD EXHIBITION**

The Community Development Officer provided members with an update regarding the proposed Fairtrade Gold Exhibition.

A discussion took place surrounding the arrangements for the evening.

Councillor Johnson suggested inviting organisations that had previously attended Fairtrade Committee meetings and church groups.

Councillor S Hodges noted that Kevin Moore may be available to take photographs of the event.

Councillor S Hodges also queried if a raffle would take place. The Community Development Officer advised that she could contact Argos (due to them being a Fairtrade Gold retailer) and ask if they would donate a prize.

The Community Development Officer also requested clarity with regard to the proceeds of any monies made on the evening from the raffle/donations.

The Chair advised that all proceeds would be donated to the Mayor's charities.

RESOLVED:

1. That the Fairtrade Gold Exhibition takes place on 2 November from 6.00pm – 8.00pm.
2. That the Community Development Officer request donations for a raffle prize.
3. That church groups and previously interested organisations are invited to attend the exhibition.
4. That it be noted that all proceeds will go towards the Mayor's charities.

5. That Kevin Moore be invited to take photographs throughout the evening.

18. **DATE OF NEXT MEETING**

The Community Development Officer advised members that a representative from Fairtrade Wales was hoping to attend the next meeting of the Fairtrade Committee and asked members if they wished for her to give a brief presentation.

The Chair suggested that it would be good for members to receive a brief presentation on work that is currently being undertaken across Wales in order for the Committee to better plan their activities throughout the year.

The Chair suggested that all future agendas should have a standing item to discuss events and clarified that the following items will be on the next agenda for discussion:-

1. Event Schedule
2. Fairtrade Wales Presentation
3. Fairtrade Status

The Chair also advised members that rather than a Fairtrade Football match during Fairtrade Fortnight it could be changed this year to organise a Fairtrade Rugby match during Fairtrade Fortnight and a Fairtrade Football match in January to coincide with Barry Town United playing against Bala FC. (the company that Council purchases the Fairtrade football/rugby balls from is called "Bala Sport"). Members agreed this would be a great idea. The Community Development Officer suggested that as a gesture of goodwill a Fairtrade Football could be gifted to the Bala side.

Monday, 15 January 2018 was suggested for the next meeting to allow plans to be made for Fairtrade fortnight and a further meeting date of Monday, 16 April 2018 was also agreed.

RESOLVED

1. That the date of the next Fairtrade Advisory Committee meeting is to be scheduled for Monday, 15 January 2018 at 6pm, with the next one being Monday, 16 April 2018
2. That the representative from Fairtrade Wales be invited to attend the next meeting of the Fairtrade Advisory Group to give members a presentation surrounding the Fairtrade calendar.
3. That in future all Fairtrade agendas will have a standing item to discuss events.

4. That the Community Development Officer investigates both a Fairtrade Football match in January against Bala FC and a Fairtrade rugby match during Fairtrade Fortnight.

The meeting closed at 6.40 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIR TRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 15 JANUARY 2018 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hampton, Hawkins, N Hodges, S Hodges and Bryan Foley (11th Barry Sea Scouts – arrived at 6.15pm).

ALSO PRESENT: Robyn Walsh – Community Development Officer
Aaron Jones – Administrator
Aileen Burmeister – Fairtrade Wales

19. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Collins, Hooper, Richardson, Wiliam and Dilys Colbourne.

Members were advised that Bryan Foley was hoping to be in attendance, but may be late in arriving.

20. **MINUTES OF MEETING HELD ON 16 OCTOBER 2017**

Members were asked to approve the minutes of the Fairtrade Advisory Committee meeting held on 16 October 2017.

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 16 October 2017 be approved and signed as a correct record.

21. **PRESENTATION FROM AILEEN BURMEISTER OF FAIRTRADE WALES**

The committee received a presentation from Aileen Burmeister of Fairtrade Wales outlining the organisation's aims and objectives and the strategies in place to promote Fairtrade in Wales.

Aileen advised that Fairtrade Wales is funded by the Welsh Assembly Government and as such, the organisation must make periodic bids to ensure funding is continued. She advised that currently, Fairtrade Wales were awaiting the final decision from WAG regarding future funding.

Members were informed that Fairtrade Wales also offers advice to businesses regarding procurement and where Fairtrade stock can be sourced.

Aileen informed members that 2018 marks the 10-year anniversary of Wales becoming a Fairtrade Nation and that an event to mark the occasion will take place at the Senedd on 6th June 2018.

Aileen informed members that Fairtrade Wales is working in partnership with Hub Cymru Africa and was pleased to announce to members that the Barry Fairtrade Advisory Committee had been shortlisted for an award. The Community Development Officer advised members that the ceremony would be held on 29th January 2018 and that she would forward the invite to all members.

Councillor Hampton requested an update regarding Sainsbury's withdrawal from the Fairtrade scheme, Aileen informed the group that Sainsbury's had dropped Fairtrade Mark on their tea products, in favour of their own scheme called "Fairly Traded". Councillor Johnson added that it is difficult to influence larger business if they decide to make changes to policies.

Councillor Johnson noted that it is important to raise awareness of Fairtrade so that anyone interested in participating in the scheme get a better understanding of the options available to them.

Councillor Johnson queried what other areas do to promote Fairtrade.

Aileen responded that events take place in Anglesey, Flintshire, Pembrokeshire and Carmarthen and range from cake competitions, fashion shows, football matches, school tournaments and walks, all under the Fairtrade incentive. The group were very interested in further exploring the possibility of a Fairtrade walk from Barry to Dinas Powys.

Members discussed and agreed that a letter in support of Fairtrade Wales' funding bid to the Welsh Assembly Government should be sent on behalf of the Town Council.

Members thanked Aileen for attending the meeting and her informative presentation.

RESOLVED

1. That the information presented by Aileen Burmeister be received and noted.
2. That the Community Development Officer forward details of the Wales Africa Awards Ceremony on 29th January 2018.
3. That a letter is sent to WAG in support of Fairtrade Wales' funding bid.

22.

FAIRTRADE STATUS RENEWAL

Members discussed the application to renew the Fairtrade Status for Barry, noting the deadline of 9th March 2018. Councillor Johnson

informed the group that the application needed to be completed in time for the next Full Council Committee meeting on 26th February so that it can be ratified.

Members agreed that all committee members would collaborate to complete the application, communicating any suggestions via email.

Aileen Burmeister advised that the Fair Trade Foundation may look to change the application process and requirements in the near future, suggesting that focus may be placed more upon evidence of what a group has done rather than on a groups future aims.

RESOLVED: That committee members collaborate to complete the Fairtrade Status Renewal Application in time for the next Full Council Committee meeting on 26th February 2018.

23.

2018 FAIRTRADE CALENDAR/INITIATIVES

Committee members discussed the schedule for upcoming Fairtrade events, with the first event – a Fairtrade football match between Barry Town United FC and Bala FC – having already taken place.

Councillor Johnson agreed that more effort should be put toward planning of events so they do not occur on an ad-hoc basis. He asked the Community Development Officer for an update regarding the recently purchased Fairtrade rugby balls.

The Community Development Officer stated that the intention was to arrange a competition to coincide with the Six Nations Rugby Tournament and that she had started the contacted Barry Rugby Club with regard to presenting the club with a rugby ball. However, she had not received a response as yet.

Councillors Hawkins and S Hodges expressed a desire to arrange a Fairtrade walk for the summer, working with Dinas Powys Fairtrade Group and Valeways to arrange a suitable route.

The Community Development Officer informed members that she would invite a representative from Barry Youth Action to the next Fairtrade Advisory Committee meeting to allow for more input in planning of events.

She also suggested approaching Hairdressers in Barry to encourage them to use Fairtrade tea and coffee and provide information to them on where to obtain Fairtrade produce. Councillor Johnson added that contacts from within the Shop Local Advisory group could be approached to support this idea.

The Community Development Officer suggested hosting a Coffee Morning in collaboration with the Mayor's charity the British Heart

Foundation – where Fairtrade products would be available and also the offer of a free health check.

Councillor S Hodges suggested that St. David's Day, 1st March 2018, fell within Fairtrade fortnight and would be a suitable date to hold the event.

Councillor Johnson summarised that the focus for the next few months would concentrate on organising the Six Nations Rugby competition, an event to coincide with St. David's Day and Fairtrade fortnight, introducing Barry Youth Action to the Fairtrade group, speaking with local hairdressers to explore the use of Fairtrade products and to arrange a summer Fairtrade walk.

Bryan Foley made members aware of a recent conversation he had had with the Barry Soroptomist Society and suggested that they may be interested in attending future Fairtrade meetings.

Members discussed the Annual Scout Fete, noting that the Unfair Funfair (mentioned previously) would be extremely engaging and relevant to the event.

Members also noted that the recently opened Sausage Revolution in Barry sold Fairtrade products and a window sticker advertising this should be sent to them, along with an invite to the next meeting.

Members also agreed that a competition engaging the schools over Fairtrade Fortnight should be explored and requested that the Community Development Officer contact Fairtrade Wales Schools to discuss the best way to do this.

RESOLVED:

1. That the Community Development Officer continues to plan the Six Nations Rugby Ball Competition.
2. That a coffee morning be planned for St. David's Day to incorporate Fairtrade fortnight.
3. That the Community Development Officer approach local hairdressers to encourage the use of Fairtrade tea and coffee.
4. That the Community Development Officer invite a representative from Barry Youth Action to attend the next Fairtrade Advisory Committee Meeting to be held on 16th April 2018.
5. That the Community Development Officer initiates the plan to organise a Fairtrade Walk in the summer, liaising with Dinas Powys Fairtrade Group and Valeways to discuss the possibility of collaboration.

6. That Barry Soroptomist Society are invited to attend the next meeting of Fairtrade.
7. That the Community Development Officer explores the possibility of the Unfair Funfair being present at the Annual Scout Fete.
8. That the recently opened Sausage Revolution are sent a window sticker and are invited to the next meeting of Fairtrade.
9. That the Community Development Officer contacts Fairtrade Wales Schools to discuss a way in which committee can engage with schoolchildren over Fairtrade Fortnight.

24. **DATE OF NEXT MEETING**

RESOLVED that the date of the next meeting is scheduled to be held on Monday, 16 April 2018 at 6 pm.

The meeting closed at 7 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIR TRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 16 APRIL 2018 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, N Hodges, S Hodges, Lloyd-Selby, Richardson and Stuart Egan

ALSO PRESENT: Robyn Walsh – Community Development Officer
Aaron Jones – Administrator

25. **MINUTE SILENCE**

Committee members held a minute silence in memory of former Town Councillor and Mayor, Jeff Evans who passed away recently.

26 **APOLOGIES FOR ABSENCE**

None received.

27. **MINUTES OF MEETING HELD ON 15 JANUARY 2018**

Members were asked to approve the minutes of the Fairtrade Advisory Committee meeting held on 15 January 2018.

Councillor Johnson asked the Community Development Officer for an update regarding minute no. 16 of the action sheet. The Community Development Officer informed members that a Fairtrade agenda item will be added to the next Shop Local Barry Advisory Group scheduled for 24 May 2018.

The Community Development Officer asked members for contact details for Barry Soroptimists to invite them to the next Fairtrade Advisory Meeting, Councillor Lloyd-Selby informed the Community Development Officer that Councillor Charles was a member and could provide contact details.

RESOLVED:

- 1. That the Community Development Officer contacts Councillor Charles to request contact details for the Barry Soroptimist Society.**
- 2. That the minutes of the Fairtrade Advisory Committee meeting held on 15 January 2018, be approved and signed as a correct record.**

28. **WALES AFRICA AWARD**

The Community Development Officer informed the group that the Fairtrade Advisory Group had been successful at the Wales Africa Awards ceremony, winning an award in the Campaigns category.

Councillor Johnson thanked the Community Development Officer for her efforts in obtaining the award and commended the decision to nominate the group for the award, adding that it was good to receive recognition for its efforts.

RESOLVED: That the details of the report be received and noted.

29. **FAIRTRADE STATUS RENEWAL**

Councillor Johnson informed members that the Fairtrade Status Renewal had been approved at a meeting of Council and needed to be signed by himself, the Community Development Officer and another member of the advisory group.

The Community Development Officer recommended that the status renewal be a standing item on the agenda to effectively monitor future renewal dates.

Councillors S Hodges and N Hodges expressed disappointment at the selection of Fairtrade products available in larger supermarkets and suggested the group make contact with supermarkets to encourage the use of more Fairtrade products.

Councillor Lloyd-Selby asked whether supermarkets are required to fulfil a certain percentage of Fairtrade products to qualify as a Fairtrade supplier. She continued that the advisory group should make efforts to engage with local businesses and faith organisations, particularly 'Churches of Barry', to encourage the use of Fairtrade products. Councillor Johnson agreed that further membership needed to be sought to ensure that the Fairtrade campaign is more than just a Council led initiative.

The Community Development Officer and Councillors Johnson and Richardson signed the renewal application ready to be submitted by the deadline of Friday, 20 April 2018.

RESOLVED:

- 1. That the Council approval of the Fairtrade Status Renewal application be received and noted.**
- 2. That the Community Development Officer return the application to the Fairtrade Foundation.**

30. **FAIR HAIR CAMPAIGN**

The Community Development Officer informed the group of the 'Fair Hair Campaign' and circulated the promotional material intended for use as part of the campaign.

She estimated that there were 50 hairdressers in Barry who could be approached to promote the scheme.

Councillor Johnson felt that the scheme could have a positive impact and asked how the budget of £200 for the project had been estimated. The Community Development Officer informed members that £200 had been allocated as a rough guideline of costings.

She added that a starter pack of Fairtrade products will be supplied to interested hairdressers along with the promotional material. She asked that members inform any potential hairdressers who could take part in the campaign of its availability.

Councillor S Hodges felt that approaching businesses through social media and online outlets may receive higher response rates than by post alone. The Community Development Officer agreed to promote the campaign via the Council's online resources.

Councillor Richardson asked if all three posters circulated would be used with the campaign and suggested that one poster in particular had the clearest message and should be used in favour of the other two. Members agreed that the message on the poster should be simple and clear. Councillor S Hodges suggested that the business name could be added to the preferred poster, to which members also agreed.

RESOLVED:

- 1. That members approve the Fair Hair Campaign's promotional material, noting the poster the group preferred.**
- 2. That the Community Development Officer start the Fair Hair Campaign, sending information to all hairdressers in Barry via post and social media.**
- 3. That members support the campaign by personally visiting local hairdressers to promote the incentive.**

RECOMMENDED:

- 4. To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 16 April 2018 that a budget of £200 is approved for the purpose of the Fair Hair Campaign.**

31. **FAIRTRADE EVENTS/CALENDAR**

The Community Development Officer outlined the schedule of events for the coming year and members explored options to incorporate Fairtrade events and promotions to the existing calendar of events.

Councillor Johnson felt it was important not to schedule too many Fairtrade events, concentrating on fewer events to allow for more efficient maintenance and administration.

Members then discussed options for Fairtrade events to coincide with seasonal Council events:-

Barry Scout Fete

The Community Development Officer informed the group that the Council planned to use the same setup for this year's scout fete and asked members on their thoughts regarding hiring the Unfair Funfair for the event.

After discussion members felt that using the Unfair Funfair would be something different and have the potential to attract more people than leaflets alone.

Fairtrade Walk

The Community Development Officer advised that she had met with the Dinas Powys Fairtrade Group regarding a walk between Barry/Dinas Powys to promote their Fairtrade campaigns and the reaction had been positive, with Dinas Powys Fairtrade Group keen to confirm a date. She added that Sausage Revolution had been earmarked as a possible start/end point of the walk.

Councillor Lloyd-Selby felt that the walk needed to promote the Fairtrade campaign and a walk from Barry to Dinas Powys may not be the most effective method of promotion. She also raised safety concerns about any potential walking route between the two locations.

After further discussion members agreed that a walk between Barry and Dinas Powys would not be the most appropriate route to promote Fairtrade and would raise considerable safety concerns. Members felt that in the first instance, a walk between two locations within Barry would be a more suitable option.

Members also considered options such as wearing banana costumes to further highlight the purpose of the walk.

Santa Fun Run

The Community Development Officer advised members that the 2017 Santa Fun Run had nearly 500 participants and would be an ideal event to promote the use of Fairtrade products. Members discussed various options for the event and felt that handing out Fairtrade products at the end of the run would be a useful way to promote the Fairtrade campaign.

Councillor S Hodges then asked if there were still Fairtrade rugby balls available. The Community Development Officer informed members that the rugby balls were still available as she had been unable to contact Barry Rugby Club. Councillor S Hodges suggested that the balls could be offered to male and female rugby clubs and schools, Councillor Johnson agreed that the rugby balls should be used. The Community Development Officer advised that she would attempt to contact the rugby clubs via social media in the hope of getting a response.

RESOLVED:

- 1. That the Community Development Officer progress the Fairtrade Walk, looking at potential routes and the use of banana suits for a date in early June.**
- 2. That the Community Development Officer contact schools and rugby clubs with a view to distributing the Fairtrade rugby balls.**
- 3. That options to promote Fairtrade at this year's Santa Fun Run are considered closer to the event.**

RECOMMENDED:

- 4. To the Annual Meeting due to be held on Tuesday, 15 May 2018 that a budget of £150 is approved to book the Unfair Funfair for use at the Barry Scout Fete.**

32.

FAIRTRADE MEMBERSHIP

Members discussed methods to increase Fairtrade membership, Councillor Lloyd-Selby recommended contacting the Churches of Barry, Councillor S Hodges agreed and also suggested that schools be contacted to try to engage younger people.

Councillor Johnson felt that meetings could be better advertised on social media, making the public more aware of the meetings and reminding them that an option to attend is available.

Councillor Lloyd-Selby recommended collating the Fairtrade services available in Barry to make people more aware of their options – similar to the Fairtrade map produced by the Dinas Powys Fairtrade group. She added that it would also be good to engage Shop Local with Fairtrade and suggested incentives – such as a free cut & blow dry – to further promote Fairtrade.

Councillor N Hodges felt that the group was aware of areas where membership could be improved and encouraged members to be proactive in spreading the message of Fairtrade.

RESOLVED:

1. That members actively approach potential new members to the group.
2. That the Council make the public more aware of upcoming meetings and events utilising social media.
3. That the Community Development Officer contact Churches of Barry and local schools to encourage involvement in the Fairtrade campaign.

33. **DATE OF NEXT MEETING**

The Community Development Officer circulated a proposed schedule of meetings going forward, based on the proposal that committee meetings take place at 6 pm in future.

Members felt that the current structure whereby Fairtrade meetings precede Finance, Policy and General Purposes Committee worked well and were reluctant to amend this structure.

Members agreed to defer the decision regarding future meetings until after the Annual Meeting when Committee meeting timings have been discussed in greater detail.

RESOLVED: That the date of the next meeting is scheduled after discussion of committee meeting timings at the Annual Meeting on Tuesday, 15 May 2018

The meeting closed at 6.53 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIR TRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 16 JULY 2018 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, S Hodges and Richardson and Stuart Egan, Ruth Bennett and Bryan Foley.

ALSO PRESENT: Robyn Walsh – Community Development Officer
Rebecca Blackwell – Administrator
Councillor N Hodges - Observer

34. **ELECTION OF CHAIRPERSON**

Members were asked to nominate a Chairperson for the 2018/19 municipal year. Councillor Johnson was nominated by Councillor S Hodges and seconded by Councillor Hawkins.

RESOLVED: that Councillor Johnson is elected as Chairperson for the Fairtrade Advisory Committee for the 2018/19 municipal year.

35. **ELECTION OF VICE-CHAIRPERSON**

Members were asked to nominate a Vice-Chairperson for the 2018/19 municipal year. Bryan Foley was nominated by Councillor Hawkins and seconded by Councillor S Hodges.

RESOLVED: That Bryan Foley is elected as Vice-Chairperson for the Fairtrade Advisory Committee for the 2018/19 municipal year.

36. **MINUTES OF MEETING HELD ON 16 APRIL 2018**

Members were provided with the minutes of the meeting held on 16 April 2018. The Community Development Officer talked members through the action sheets attached to the minutes, she gave an update regarding minute no. 31 (1) advising that once a benchmark and list of stockists had been created, a walk along that route could be arranged as per the action plan.

The Chair advised members that in relation to 31(4), “The Un-fair Fun Fair” was unavailable for delivery for the Scout Fete but the alternative activity on the Town Council stall was a great success.

The Community Development Officer also advised members that currently there are 2 hairdressers interested in taking part in the ‘Fair Hair’ Campaign and said that it would be great to have 5 on board and encouraged members to promote the campaign within the local salons.

RESOLVED: That the minutes of the Fairtrade Advisory Committee meeting held on 16 April 2018, be approved and signed as a correct record.

37. **TERMS OF REFERENCE**

Members were provided with the Terms of Reference for the Fairtrade Advisory Committee.

The Chair advised members that at the Annual Meeting held in May 2018, the Terms of Reference for the Fairtrade Advisory Committee had been amended to include the authorisation of expenditure of items within the Fairtrade's annual budget up to 25% of the allocated budget at any one time as well as to make recommendations on expenditure in relation to promotion of Fairtrade in items above 25% of the allocated budget.

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

38. **FAIRTRADE TOWN STATUS RENEWAL UPDATE**

Members were provided with a report advising them that the Fairtrade Town Status had been renewed until 19 June 2020.

The Chair talked members through the renewal, highlighting what the Council had done to maintain Fairtrade Town Status.

RESOLVED: That members receive and note the successful renewal of Fairtrade Town Status.

39. **FAIRTRADE ACTION PLAN**

Members were provided with an action plan developed by the Community Development Officer (using the Fairtrade Town Status Renewal Application written by the Chair as a guide) to outline the aims and objectives set out in the Fairtrade Renewal Application.

The Chair talked members through the action plan, highlighting any areas where events could take place.

Within Goal 2 Councillor S Hodges asked if any business selling Fairtrade products (regardless of the amount) will be on the list of stockists for Barry. The Community Development Officer advised that Dinas Powys Fairtrade Group have split the stockists into bands whereby the higher the amount of products they supply, the higher the band they will be. The Community Development Officer advised that this could be used to create benchmarks and a register listing stockists within Barry and certificates being presented to those on the register.

The Chair agreed with the benchmarking process and advised that this should be developed at each meeting of the Fairtrade Advisory Committee and a register being created.

Within Goal 3, members discussed how Fairtrade Fortnight was cancelled due to the snow this year but would like to hold events next year. Councillor Richardson said that wearing the banana suits on the Fairtrade Walk would be a great idea weather permitting. The Community Development Officer suggested wearing Fairtrade t-shirts for the walk. The Chair suggested that the walk take place near the end of Summer, beginning of Autumn, with a Saturday being preferable.

Within Goal 4, members discussed additional events with Councillor S Hodges suggesting a wine tasting event to promote the availability of Fairtrade wine suggesting supermarkets are involved with the supply of wine.

Within Goal 5, Stuart Egan made a suggestion of writing to all the Trade Unions asking for their involvement. The Community Development Officer advised that she hopes the Fair Hair Campaign will be a success and that it is put forward as a category for the Hub Cymru Africa Awards.

Within Goal 6, Councillor N Hodges made a suggestion of asking the football club if they would be prepared to serve Fairtrade refreshments at their games in a way of targeting more people. Bryan Foley asked about the progress of making links with Greggs as they sell and serve a lot of Fairtrade products. Councillor Hawkins suggested that this Fairtrade Committee should meet at different venues in a way to promote Fairtrade and gain members. The Chair asked new member Ruth Bennett on what plans they have at the church. Ruth advised that they are currently working on a mission statement and a 5 year plan and suggested that a meeting could be held at the church hall. Ruth Bennett asked what type of material the Council give to shops to display. The Community Development Officer advised that there are stickers to display in shop windows. Councillor Johnson advised that the Dinas Powys Fairtrade Group created an itemised list of all the products that the shops stocked and the list was displayed at the Dickensian Fair. Councillor N Hodges suggested that bronze, silver and gold stages could be introduced to shops stocking Fairtrade products and would act as an incentive to stock more items to get a higher rating.

Bryan Foley suggested a Fairtrade market day on Holton Road as a potential future event.

The Community Development Officer advised that there is a Staff and Councillor breakfast scheduled to be held on Tuesday 4th September 2018 in the Council Chamber where there will be Fairtrade

refreshments. She also advised that Castleland Community Centre have a drop in session where people can collect free food donated by the supermarkets. She suggested that the supermarkets be encouraged to give Fairtrade items and a dedicated table for Fairtrade be set up in a way to promote further.

Councillor S Hodges asked if Fairtrade has dedicated social media pages. The Community Development Officer advised that there is none in place currently but this can be explored.

RESOLVED:

- 1. That a Fairtrade walk is scheduled for the end of Summer beginning of Autumn with banana suits being sourced.**
- 2. That Fairtrade t-shirts be investigated for future events.**
- 3. That the template letter to encourage new members is forwarded to Trade Unions in Barry.**
- 4. That the Community Development Officer and members begin to compile the benchmark registers as detailed within the Action Plan.**

40. **DATE OF NEXT MEETING**

RESOLVED: The next meeting of the Fairtrade Advisory Committee is scheduled to take place on Monday, 24 September 2018

The meeting closed at 6.55 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 24 SEPTEMBER 2018 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, S Hodges, Lloyd-Selby and Richardson (arrived at 18.05 pm) and Ruth Bennett (Cadoxton Methodist Church), Gail Lancaster (Barry Soroptimist Society) and Jo Beckingham (Co-operative Food).

ALSO PRESENT: Robyn Walsh – Community Development Officer
Julie Hurd – Mayor’s Secretary
Councillor N Hodges - Observer

41. **APOLOGIES**

None were received.

42. **DECLARATIONS OF INTEREST**

None were received.

43. **MINUTES OF MEETING HELD ON 16 JULY 2018**

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 16 July 2018, be approved and signed as a correct record.

44. **FAIRTRADE WALK**

18.05 pm – Councillor Richardson arrived.

Members were provided with details of the proposed Fairtrade Walk and asked to establish where they would like the walk to take place and when.

Councillor S Hodges suggested a route involving members walking from King Square to Morrisons/Argos, then back to King Square via the bridge by Thompson Street, to which members agreed.

Councillor Lloyd-Selby queried what promotional material the walkers would have to distribute. Members discussed and agreed that leaflets, stickers and Fairtrade bananas (donated by Co-operative Food should be handed out). Members also suggested they would like the Community Development officer to explore hiring two banana outfits from Fairtrade Wales.

Members also agreed that the walk should be an open invite to members of the public and should be advertised via social media and a press release as soon as reasonably possible.

Members agreed that the walk should take place on Saturday, 13 October 2018 at 11 am.

RESOLVED:

1. That the Fairtrade Walk is scheduled to take place on Saturday, 13 October 2018 at 11 am.
2. That the route is confirmed as starting at King Square, Holton Road to Morrisons/Argos, then back to King Square via the bridge by Thompson Street.
3. That leaflets and stickers are made available for members to give away during the walk.
4. That Co-Operative Food contact the Community Development Officer in relation to providing bananas to giveaway at the walk.
5. That the walk be advertised on social media as soon as is reasonably possible.
6. That two banana suits are hired from Fairtrade Wales free of charge and a member of the Committee collects them from their offices.

45.

FAIRTRADE T-SHIRTS

Members were provided with a report concerning Fairtrade T-shirts which members had previously requested the Community Development officer explore.

Councillor Johnson queried if there were Welsh specific t-shirts available. The Community Development Officer confirmed she would explore this option.

Councillor Johnson suggested that if members wish to purchase a Fairtrade t-shirt that they contact the Community Development Officer who can purchase them on member's behalf, providing members pay for their own t-shirt personally.

RESOLVED:

1. That the Community Development Officer explore a Welsh specific Fairtrade t-shirt option.
2. That if members wish to purchase a Fairtrade t-shirt that they contact the Community Development Officer who can purchase them on member's behalf, providing members pay for their own t-shirt personally.

46.

FAIRTRADE EVENTS

Members were provided with a report concerning past and future Fairtrade Events and reminded that the Fairtrade Action Plan would be discussed at every other meeting.

Santa Fun Run – 2, December 2018

Members agreed that they wish to promote Fairtrade at the Annual Santa Fun Run and suggested a budget of £120 to purchase them. Members discussed the option that as well as Fairtrade bananas, a member could dress up as a Fairtrade Banana. Members also requested that the Community Development Officer looks into the possibility of purchasing a Fairtrade Banana Costume.

Fairtrade Walk – 13, October 2018

Discussed earlier in the meeting.

Pumpkins in the Park – 27, October 2018

The Community Development Officer advised that the Town Council would have a presence at this event and should members wish to promote Fairtrade from the Council's stand that this would not be an issue.

Fairtrade Roses – 14, February 2019

Members reflected on the past Fairtrade Roses competition and agreed it had been a success and that they would wish to repeat it in 2019.

Fairtrade Fortnight 2019

Mayor's Fairtrade Coffee Morning (Fairtrade Fortnight)

Members were reminded that the group had hoped to hold a Mayor's Fairtrade Coffee Morning for Fairtrade Fortnight 2018, but this had to be cancelled due to the snow.

Members agreed that this should be explored again for Fairtrade Fortnight 2019 and queried whether Cadoxton Methodist Church may be interested in supporting the event through hosting it at their venue. Ruth confirmed that she did not think it would be a problem, but suggested that the Community Development Officer liaise with her to organise.

Barry Town United (Fairtrade Fortnight)

Members agreed that they would like to continue supporting Barry Town United during Fairtrade Fortnight as they had done in previous years.

Fairtrade Fortnight School Assemblies 2019

Members agreed that they would like to potentially visit schools and assist in School Assemblies to promote Fairtrade.

Gail Lancaster suggested that the group may wish to take inspiration from the John Hopless Society in the future who provides small grants to schools who complete a project based on a historical subject. Gail suggested that this could be a Fairtrade project.

Fairtrade Easter Egg Competition 2019

Members agreed that they would like to organise a Fairtrade Easter Egg competition and that this could be progressed closer to Easter.

Fairtrade Festival (September/October 2019)

The Community Development Officer advised members of an idea from Bryan Foley regarding a Fairtrade Festival. She suggested that they could start the festival small and host it in the Town Council's community venue, before exploring making it a larger event in the Town Centre in future years should it provide to be a success. She informed members that she was not aware of any other town hosting something similar.

Festival of Football

Members discussed other football teams they could support with donations of a Fairtrade Football and suggested that the Community Development Officer looks into when the Festival of football takes place which supports the Barry Town United Disabled Football Team with a view to members attending and donating a Fairtrade Football to the team.

RESOLVED:

1. That bananas are sourced for the Annual Santa Fun Run at an approximate cost of £120.
2. That the Community Development Officer explore potentially purchasing a Fairtrade Banana Costume.

3. That members advise the Community Development Officer if they wish to promote Fairtrade at the Pumpkins in the Square event on 27, October via the Town Council stand.
4. That the Fairtrade Valentine Roses competition is repeated in February 2019.
5. That Ruth Bennett, Community Development Officer and Mayor's Secretary liaise regarding a Fairtrade Coffee Morning at Cadoxton Methodist Church during Fairtrade Fortnight.
6. That members continue to support Barry Town United FC during Fairtrade Fortnight.
7. That visiting schools during Fairtrade Fortnight to present school assemblies is explored.
8. That a Fairtrade Easter Egg competition is explored at Easter 2019.
9. That the Community Development Officer begins to explore a Fairtrade Festival at Pioneer Hall, Barry for September/October 2019.
10. That the Community Development Officer makes enquiries to establish when the Festival of Football takes place with the view that members will present Fairtrade Footballs to the Barry Town United FC Disabled Team at this event.

47. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of the Fairtrade Advisory Committee is scheduled to take place on Monday, 26 November 2018

The meeting closed at 6.55 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 26 NOVEMBER 2018 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors S Hodges, and Richardson (arrived at 6.05pm) and Ruth Bennett (Cadoxton Methodist Church).

ALSO PRESENT: Robyn Walsh – Community Development Officer
Rhian Burns – Administrator
Councillor N Hodges - Observer

The meeting was inquorate and therefore did not commence until Councillor Richardson arrived at 6.05pm.

48. **APOLOGIES**

Apologies were received from Cllr Jack Hawkins, Mary Tornabene and Brian Foley.

49. **DECLARATIONS OF INTEREST**

None were received.

50. **MINUTES OF MEETING HELD ON 24 SEPTEMBER 2018**

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 24 September 2018, be approved and signed as a correct record.

51. **BUDGET UPDATE**

Members were provided with the Committee's expenditure in the 2018/19 financial year as at the end of October 2018 and were requested to consider their requirements to be included in the draft estimates for 2019/20.

Members queried what percentage of the budget they were authorised to spend. The Community Development Officer advised that the Fairtrade Committee had delegated powers to spend 25% of its available budget. She noted that the Responsible Finance Officer would be requesting clarity at the next meeting of Full Council on whether this meant 25% of the budget in total or 25% of the remaining budget and would update members at a future meeting of the Fairtrade Committee.

RESOLVED:

1. That the budget monitoring report for October 2018 be received, noting the available balance for the remainder of 2018/19.
2. That the Community Development Officer clarifies whether Committee are able to authorise expenditure up to 25% of the budget in total or 25% of the remaining budget and report back to Committee.

RECOMMENDED:

1. To a meeting of the Finance, Policy and General Purposes Committee meeting to be held on 28 January 2019 that the Fairtrade Committee's budget allocation for the 2019/20 financial year be set at £1,000.
2. To a meeting of the Finance, Policy and General Purposes Committee meeting being held on 28 January 2019 that the Fairtrade Committee be allocated £2,000 from the Corporate Events budget in order to host a Fairtrade Festival in September 2019.

52.

FAIRTRADE EVENTS

Members were provided with a report outlining a number of future Fairtrade Events and reminded that the Fairtrade Action Plan would be discussed at every other meeting.

(i) Fairtrade Footballs

Members were provided with details of the Barry Pan-Disability Football Festival and were asked to consider a donation of ten size 5 footballs and two size 4 footballs at the organisers suggestion.

RECOMMENDED:

To a meeting of the Finance, Policy and General Purposes Committee held on Monday 26 November that the following footballs be purchased and donated to support the Pan-Disability Football Festival –

10 x size 5 footballs @ £325
2 x size 4 footballs @ £40

(ii) Fairtrade Coffee Morning (Fairtrade Fortnight)

Members were asked to agree a date to host the Fairtrade Fortnight Coffee Morning at the Cadoxton Methodist Church. Members queried if

there were any resources which would need to be purchased. The Community Development Officer advised that there were stocks of Fairtrade tea, coffee and sugar available. Ruth Bennett suggested asking for donations of home baked goods made with Fairtrade ingredients and calling the coffee morning a Fair Bake event. It was noted that the Community Development Officer would clarify whether this would be possible, taking into consider legalities surrounding food hygiene.

RESOLVED:

- 1. That a Fair Bake coffee morning be held on Saturday, 9 March from 10.00 – 12.00 at Cadoxton Methodist Church.**
- 2. That the Mayor be invited to attend the Fair Bake coffee morning.**
- 3. That the Community Development Officer investigates whether Food Hygiene Ratings would be an issue for people making cakes for the event.**

(iii) Fairtrade Fortnight School Visits

Members agreed that they would like to potentially visit schools (Secondary and Primary) and assist in School Assemblies to promote Fairtrade.

Councillor Johnson suggested that the Community Development officer contacted Aileen Burmeister of Fair Trade Wales to find out if there was a standard presentation for schools available that could be used.

The Community Development Officer also advised members that Bala Sports were planning to supply Fairtrade netballs in the future and noted that members may wish to consider these for future donations to schools.

It was also noted that the correspondence and presentations should be bilingual.

RESOLVED:

- 1. That the Community Development Officer contacts Aileen Burmeister of Fair Trade Wales to find out if there is a presentation for schools available for use.**
- 2. That the Community Development Officer writes to all Primary and Secondary schools in Barry to find out if they would be interested in taking up the offer of a Fairtrade presentation, noting that this could be offered in Welsh if required.**

(iv) Fairtrade Rugby Balls

Members were advised that the Community Development Officer had emailed the following schools to offer a donation of Fairtrade rugby balls –

- Whitmore High
- Pencoedtre High
- St Richard Gwyn and;
- Bro Morgannwg

Members suggested the presentations be done during Fairtrade Fortnight which would also coincide with the RBS 6 Nations Championship.

RESOLVED That once responses have been received from the schools contacted that the Community Development Officer liaise with the Chair of Fairtrade to arrange a date to present the rugby balls.

(v) Santa Fun Run – 2, December 2018

Members were reminded that they had agreed a budget of £120 to purchase Fairtrade bananas to distribute at the Town Council's Santa Fun Run in order to promote Fairtrade. Councillor Johnson noted that he still had the banana costumes following the planned Fairtrade walk. Members agreed that the bananas should be handed out at the end of the race and it was suggested that Councillors Hawkins and N Hodges could wear the banana suits.

Councillor S Hodges queried if Fairtrade Dog Treats were available. The Community Development Officer responded that she would look into this.

(vi) Fairtrade Walk – 13, October 2018

Members discussed the Fairtrade walk and felt that it would be more prudent weather wise to agree a date for spring/early summer 2019.

Members advised that a further report should be put forward at the March Fairtrade meeting to finalise plans.

RESOLVED

- 1. That a further report to finalise plans for the Fairtrade Walk be submitted to the Fairtrade Meeting in March.**
- 2. That the date for the Fairtrade Walk be set for Spring/early summer 2019.**

(vii) Fairtrade Festival (September/October 2019)

The Community Development Officer updated members on an idea from Bryan Foley regarding hosting a Fairtrade Festival.

Councillor Johnson advised members that a grant application had been submitted to the Wales Council for Voluntary Action for funds to support the event. He noted that the plans involved holding stalls on King Square selling Fairtrade goods and a series of talks to be held in the library and Pioneer Hall.

RESOLVED that the Fairtrade Festival is a standing item on future Fairtrade agendas.

53. **FAIRTRADE EVENTS**

i. Fairtrade Renewal Action Plan

Members were provided with an update surrounding the Fairtrade Renewal Action Plan.

RESOLVED: That the Fairtrade Renewal Action Plan be received and noted.

ii. Fair Hair Campaign

Members were provided with an update relating to the Fair Hair Campaign.

RESOLVED: That the report be received, noting that the project will start again once the new administrator is in post.

54. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of the Fairtrade Advisory Committee is scheduled to take place on Monday, 28 January 2019

The meeting closed at 6.45 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 28 JANUARY 2019 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, S Hodges, and Richardson (arrived at 6.04pm).

ALSO PRESENT: Robyn Walsh – Community Development Officer
Lucy McAllister – Administrator
Councillor N Hodges – Observer
Cathie Jackson – Dinas Powys Fairtrade Steering Group

55. **APOLOGIES**

Apologies were received from Councillor Lloyd-Selby, Bryan Foley and Ruth Bennett.

56. **DECLARATIONS OF INTEREST**

None were received.

57. **MINUTES OF MEETING HELD ON 26 November 2018**

The Community Development Officer advised members that a refund of £175 had been received from Bala Sport in relation to the Fairtrade football purchase (minute no. 52(i) refers).

RESOLVED that the minutes of the Fairtrade Advisory Committee meeting held on 26 November 2018, be approved and signed as a correct record.

58. **Fairtrade Fortnight**

Members were provided with a report outlining the events planned for Fairtrade Fortnight and reminded that the Fairtrade Action Plan would be discussed at every other meeting.

i) **Fairtrade Fortnight - Fair Bake Coffee Morning**

Members were provided with an update regarding the Fair Bake Coffee Morning planned for Saturday, 9 March 2019 (10 am – 12 pm) at Cadoxton Methodist Church.

At the last meeting, members requested that the Community Development Officer investigate whether issues surrounding food hygiene would hinder members baking their own Fairtrade cakes for the event.

Members were advised that the Chief Officer had since requested that members complete a Level 1 Food Hygiene course. Members

discussed and concluded that a risk based approach should be taken instead.

RESOLVED:

- 1. That a risk assessment for the Fair Bake event be undertaken.**
- 2. That the Community Development Officer advertises the event.**

ii) Fairtrade Fortnight - School Assemblies

Members were provided with a report regarding members visiting local schools during Fairtrade Fortnight to deliver assemblies regarding Fairtrade.

The Community development officer informed members that Aileen Burmeister of Fair Trade Wales had been contacted and provided a Fairtrade presentation pack suitable for delivering school assemblies in both English and Welsh.

The Community Development Officer advised members that High Street and Cadoxton Primary Schools had communicated interest in receiving Fairtrade presentations and that she would contact them to establish which dates would suit them best.

Councillors Johnson, N Hodges, Hawkins and Richardson advised they would be willing to present the assemblies and would work together to arrange a suitable day.

RESOLVED:

- 1. That the Community Development Officer contacts the interested schools to establish availability and forwards this to Councillor Johnson.**

(iii) Fairtrade Fortnight – Rugby Balls

Members were provided with an update surrounding the donation of Fairtrade Rugby Balls to local secondary schools.

The Community Development Officer advised that she had emailed all secondary schools as requested, but as yet had only received a positive response from one.

Members suggested that the schools be contacted via telephone and that the Community Development Officer liaise with the Chair to arrange a day/time to present the rugby balls.

RESOLVED

- 1. That the Community Development Officer contact local schools by telephone to offer donation of Fairtrade Rugby balls in order to increase the number of recipient schools.**
- 2. That the Community Development Officer liaise with the Chair of Fairtrade to arrange a date to present the rugby balls once responses from schools have been gained.**

The Chair opened discussion regarding further Fairtrade Fortnight events.

Members agreed that the 2018 Fairtrade Valentine Roses competition had been a success and suggested that this should be repeated, agreeing a £20 budget for the purpose of purchasing two Fairtrade bouquets.

Councillor Johnson queried whether there were any plans to reschedule the Fairtrade Tasting Session that had been planned for last Fairtrade Fortnight, but had been cancelled due to the snow.

Cathie Jackson agreed that she would contact Waitrose to ascertain if this could still be accommodated and if so which dates would be available.

Members agreed to promote Fairtrade fortnight at the Barry Town United FC match on Saturday, 23 February, 2019 at 18.00. The Community Development Officer advised that she would contact Co-op regarding a donation of Fairtrade bananas for this event.

RESOLVED

- 3. That the Fairtrade Valentine Roses competition is repeated and two Fairtrade bouquets to the value of £20 are purchased.**
- 4. That Cathie Jackson contact Waitrose to establish possible dates for a tasting session to promote Fairtrade and forward these to the Chair/Community Development Officer.**
- 5. That the Community Development Officer contact the Co-op seeking a donation of 200 Fairtrade bananas for the Barry Town United FC match on the 23 February.**

59.

OUTCOME OF FUNDING APPLICATION

Members were provided with an update regarding Committee's recent application to the Wales Africa Grant Scheme.

Members were informed that the Chair and Community Development Officer had recently submitted an application to the Wales Africa Grant Scheme in respect of a grant (£2,440) towards the proposed Fairtrade Festival, the outcome of which was unsuccessful due to a lack of evidence that the proposal was needed.

Members discussed and agreed that they had a number of events planned and that in light of the unsuccessful grant application that this event should be postponed, with a view to collating data from the public to better support future grant applications.

Members agreed that they wished to withdraw their request to the Finance, Policy & General Purposes Committee; "That £2,000 is allocated from the Corporate Events budget to host a Fairtrade Festival," due to the festival no longer taking place.

The Chair advised that he would also contact the Vale of Glamorgan Council to ascertain their commitment to Fairtrade status.

Members had a brief discussion regarding the Fairtrade walk and agreed that it be timed around September, with dates to be further discussed at a later meeting. Councillor Johnson suggested that the Fairtrade Walk could replace the proposed Fairtrade Festival date.

RESOLVED:

1. **That the report be received and noted.**
2. **That the Chair contact the Vale of Glamorgan Council to ascertain their commitment to Fairtrade status and to establish where the responsibility for this sits.**

RECOMMENDED:

3. To a meeting of Finance, Policy & General Purposes Committee to be held on 28 January 2019 that the request that the Fairtrade Committee be allocated £2,000 from the Corporate Events budget in order to host a Fairtrade Festival in September 2019, is **WITHDRAWN.**

60.

DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fairtrade Advisory Committee is scheduled to take place on Monday, 25 March, 2019

The meeting closed at 6.40 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 25 MARCH 2019 AT 6.00 PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors Hawkins, S Hodges, Lloyd-Selby and Richardson (arrived at 6.05pm) & R Bennett.

ALSO PRESENT: Robyn Walsh – Community Development Officer
Lucy McAllister – Administrator
Councillor N Hodges – Observer
Councillor Rowlands - Observer

61. **APOLOGIES**

No apologies were received.

62. **DECLARATIONS OF INTEREST**

None were received.

63. **MINUTES OF MEETING HELD ON 28 January 2019**

Councillor Lloyd-Selby advised that her apologies were given regarding the Fairtrade meeting held on 28 January 2019.

Councillor Johnson stated that it was regretful that in Wales Fairtrade Fortnight fell during Welsh school half terms, which limited opportunities for events and added that this should be conveyed to Fairtrade Wales.

Councillor Lloyd-Selby stated that communication be made requesting that Fairtrade take account of devolved term dates and St David's Day in order to maximise school participation in Wales.

RESOLVED

1. **That the minutes of the Fairtrade Advisory Committee meeting held on 28 January 2019, be approved and signed as a correct record, subject to the amendment above.**
2. **That the Community Development Officer contact Fairtrade Wales noting that participation could be maximised by considering differing school term dates in devolved regions.**

64. **Fairtrade Fortnight Update**

Members were provided with a report regarding events during Fairtrade Fortnight.

i) **Coffee Mornings**

Ruth Bennett advised members that the Fair Bake Coffee Morning had been successful and raised £174. Councillor Johnson added

that the event was well attended and that the Barry and District newspaper had published a photograph of the event.

Councillor Johnson noted Committee's gratitude to Ruth for organising the event.

The Community Development Officer advised members that the International Women's Day Coffee Morning on 8 March, in conjunction with Atal-y-Fro, promoted Fairtrade through the use of Fairtrade products and had been well attended.

ii) Fairtrade Rugby Balls

Councillor Johnson advised that two responses were received from local schools in response to the offer of Fairtrade Rugby Balls and updated members that Pencoedre and Whitmore High Schools had gratefully received the Rugby Balls on 7 March.

Councillor Johnson added the schools advised that they would be happy to participate in future awareness campaigns.

Councillor N Hodges added that photographs had publicised the presentation of the Fairtrade Rugby Balls to the schools in local newspapers and via social media.

Councillor Johnson advised that as the balls were supplied by Bala that future publicity be circulated to and involve them.

Members requested that the Community Development Officer continue contact with the schools. Councillor Lloyd-Selby queried whether councillors acting as Minor Authority Representatives on school governing bodies could help broaden the reach of future Fairtrade promotions.

iii) Barry Town FC

Councillor Johnson advised members that 200 Fairtrade bananas were given out at the Barry Town and Connors Quay football match and that this was a televised event.

Councillor Johnson added that information was presented at the event to promote the Fairtrade message and that there were two Fairtrade footballs remaining for future promotions. Councillor Lloyd-Selby stated that Fairtrade could be promoted presenting these at the Scout Fete.

iv) Tasting Session at Waitrose, Barry

Councillor Johnson updated members regarding the Fairtrade tasting session at Waitrose in Barry advising members that, as the date of the event had been postponed to the 21 March he was

unable to attend. However, Councillor Hawkins was available to represent Committee.

Councillor Hawkins informed members that a Fairtrade stall had been located in the main foyer and the public were provided with information and promotional materials.

Councillor Johnson opened discussion regarding other events/promotions that had taken place during Fairtrade Fortnight, beginning with the Valentine's Day Fairtrade promotion.

The Community Development Officer advised members that social media channels were utilised in order to promote the competition. The Community Development Officer added that photographs of winners were taken and used for promotion purposes and that the entry responses received from the public had been utilised in an ongoing publicity campaign.

Councillor Johnson requested the reach and interactions of such campaigns be monitored to gather figures for interpretation and planning. The Community Development Officer advised that she would compile reports regarding this at six monthly intervals.

Councillor Hawkins advised members that he had attended Jane Hutt AM's Spring Fairtrade Breakfast along with representatives from Fairtrade Wales and Dinas Powys Fairtrade Steering Group. Councillor Hawkins advised members that he had informed representatives of the work Barry Town Council had been undertaking and that their response was positive.

The Community Development Officer requested the number of members of the public directly engaged with during Fairtrade Fortnight to complete a report for Fairtrade Wales.

Councillor Johnson advised that they had engaged with approximately 400 people at the Barry Town Utd event, approximately 50 members of the public at the Fair Bake Coffee Morning and 10 students/teachers were interacted with directly whilst presenting the rugby balls. Councillor Johnson further added that approximately 100 people attended the Fairtrade football event held in conjunction with Barry Town United Pan Disability.

The Community Development Officer noted that the engagement of the Valentine's Day Fairtrade Roses promotion was approximately 100 people.

RESOLVED

- 1. That the report be received and noted.**

2. That the Community Development Officer compile a six monthly report detailing the reach figures of Fairtrade related social media promotions.

65. **Future Fairtrade Plans**

Members were provided with an update regarding future Fairtrade plans.

i) **Fairtrade Walk**

The Community Development Officer requested members confirm a fixed date for the launch of this event.

Councillor S Hodges asked whether the route for the Fairtrade walk remained the same as planned. The Community Development Officer confirmed that the route would remain as planned.

Members had a brief discussion regarding possible dates and agreed on Saturday 22 June at 11.30 am.

Councillor Johnson added that the walk will promote Fairtrade stockists along the route. Councillor Lloyd-Selby advised that a map of local Fairtrade stockists be produced to inform members of the public where they can purchase Fairtrade produce.

Councillor Lloyd-Selby noted that it would be beneficial to liaise with larger retailer's Community Champions in order to allow them to prepare Fairtrade promotions on this date. Councillor Lloyd-Selby noted that the Tabernacle Welsh Congregational Church of Barry would make a good location as a walk finish point. Members were in agreement to serve Fairtrade coffee and tea at the end of the Fairtrade Walk.

ii) **Fair Hair Campaign**

The Community Development Officer updated members regarding plans to relaunch the Fair Hair Campaign and confirmed that now the office was back up to full capacity the campaign could proceed.

The community Development Officer requested a launch date in order to notify Salons. Councillor Johnson queried whether the campaign could be launched as an event.

Members had a brief discussion regarding the logistics of the provision of Fairtrade starter packs to Salons and the launch of the Fair Hair Campaign.

The Community Development Officer clarified with members that the campaign would be launched initially on Holton Road. The Community Development Officer added that Fairtrade starter

packs could be delivered to participating Salons along the route of the Fair Trade Walk or collected from the Tabernacle Welsh Congregational Church of Barry, should this be confirmed as an end point for the Fairtrade walk.

The Community Development Officer further added that the launch of the campaign for Salons located near High Street would be via a Fairtrade event stall linked with the High Street Fete.

RESOLVED:

- 1. That the report be received and noted.**
- 2. That a map displaying the locations of Fairtrade stockists be produced prior to the Fairtrade Walk to inform members of the public.**
- 3. That the Community Development Officer liaise with retailers and Community Champions to notify them of the date of the Fairtrade walk and route in order to maximise Fairtrade promotion.**
- 4. That the Community Development Officer contact the Tabernacle Welsh Congregational Church to determine whether this could be an end point of the walk where Fairtrade tea and coffee can be served.**
- 5. That the Community Development Officer make contact with Salons communicating the details of the launch of the Fair Hair campaign and where to collect starter packs.**

66.

Fairtrade Action Plan

The Community Development Officer provided members with an update regarding the Fairtrade Action plan 2018- 2020.

Councillor N Hodges advised members that Fairtrade products would be promoted at the Mother's Day Candlelight Service at the Cemetery Chapel on Sunday 31 March. Councillor Johnson requested that this event be added to the Fairtrade Action Plan.

Councillor Johnson noted that points to complete from the Action Plan are to launch the Fair Hair campaign and presentation regarding Fairtrade to Shop Local Barry Group.

Councillor Johnson added that it would be beneficial to widen public involvement in Fairtrade activities and increase media coverage.

Councillor Johnson further added that he had attended a meeting in Cardiff of Fairtrade groups and had been made aware that Llantwit Major and Penarth are due to launch Fairtrade groups.

Councillor S Hodges reminded members of the success of the Fairtrade Gold Evening when seeking to increase participation.

Members discussed inviting a range of local organisations and Fairtrade steering groups to regular Fairtrade evenings.

Councillor S Hodges queried whether banner and placards would be used on the Fairtrade Walk. The Community Development Officer advised that she would provide members with a banner.

Councillor Johnson queried the situation with regard to the Welcome to Barry Fairtrade sign. Councillor Richardson informed members that the Vale of Glamorgan Council had clarified that the sign had been damaged beyond repair during road works and was in the process of being replaced.

Councillor Johnson advised members that the Fairtrade budget was set at £1000 and an update would be circulated at the next Fairtrade meeting in order to inform members and determine future Fairtrade Advisory Committee decisions.

RESOLVED

- 1. That the update report regarding Fairtrade Action Plan be received and noted.**
- 2. That the Community Development Officer include the Mother's Day Candlelight Service to the Action Plan.**
- 3. That the Community Development Officer invite a range of local organisations and Fairtrade steering groups to Fairtrade evenings.**
- 4. That the Community Development Officer organise a Fairtrade social evening in the future.**

67.

DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fairtrade Advisory Committee is scheduled post annual meeting.

The meeting closed at 6.53 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 15 JULY 2019 at 7.00PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors S Hodges, Lloyd-Selby and Richardson.

ALSO PRESENT: Robyn Walsh – Community Development Officer
Rebecca Blackwell – Office Team Leader
Councillor N Hodges – Observer

68. ELECTION OF CHAIRPERSON 2019/20 MUNICIPAL YEAR

Councillor S Hodges nominated Councillor Johnson. Councillor Lloyd-Selby seconded the nomination.

RESOLVED: That Councillor Johnson be elected as the Chairperson for the Fairtrade Advisory Committee for 2029/20 municipal year.

69. ELECTION OF VICE-CHAIRPERSON 2019/20 MUNICIPAL YEAR

Members felt that they would defer the election of the Vice-Chairperson until the next meeting when more members are in attendance.

RESOLVED: That the election of the vice-chairperson be deferred until the next meeting of the Fairtrade Advisory Committee.

70. APOLOGIES FOR ABSENCE

RESOLVED: Apologies for absence were received from Councillors Hampton, Hawkins and Wright, Ruth Bennet and Bryan Foley.

71. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT

RESOLVED: None received

72. TERMS OF REFERENCE

RESOLVED: That the terms of reference be received and noted.

73. MINUTES OF MEETING HELD ON 25 MARCH 2019

Members discussed the action sheets. The Chair gave an update with regard to minute number 59(2) and advised that he had not received a response from the Vale of Glamorgan Council. The Community Development Officer provided members with an update in relation to minute number 63(2) stating that Fairtrade Fortnight dates are set by the Fairtrade Foundation and that the dates often clash with school holidays. The Community Development Officer further advised that the Fairtrade

Foundation had recently undertaken a short review and may look to possibly change the dates of the Fairtrade Fortnight on a long term basis.

Councillor Lloyd-Selby asked if there had been any response received in relation to minute number 65(5). The Community Development Officer advised that a large number were contacted via various methods of correspondence but no response was received. Councillor Lloyd-Selby asked how the starter packs would be sourced. The Community Development Officer advised that they would be put together in house with the cost being taken from the Fairtrade budget. Councillor Lloyd-Selby suggested to contact the local churches and ask if anyone would volunteer to visit the hairdressers and offer the starter packs in a way to get more engagement.

RESOLVED

- 1. That the minutes of the Fairtrade Advisory Committee meeting held on 25 March 2019, be approved and signed as a correct record, subject to the amendment above.**
- 2. That the Community Development Officer sends letter to the local churches asking for volunteers to go to local hairdressers handing out Fairtrade Starter packs and asking for them to sign up to the Fair Hair Campaign.**

74.

Engaging Business to Use Fairtrade

Members were provided with a report combining the need to engage businesses to use Fairtrade and the Fairtrade Action Plan and its planned activities.

Councillor S Hodges suggested that the Chair could get in contact with the trader groups of both Holton Road and High Street shopping areas with a view to do a presentation of Fairtrade at a meeting of Shop Local. The Chair requested the dates of future Shop Local Advisory Committees.

The Community Development Officer passed around a list of shops in Barry that currently offer Fairtrade products. The Chair advised that he has a meeting set up with both Vale Plus and Vale Youth Forum to discuss Fairtrade.

The Chair suggested that a list of shops and supermarkets be made and that he would draft an email to be circulated to promote the Fairtrade certificates. Councillor Lloyd-Selby suggested that the group is generous with the certificates, acknowledging those who may only sell one or two items.

Councillor Lloyd-Selby suggested inviting local businesses to a meeting of Fairtrade and suggested that half an hour be dedicated to the businesses and the remaining half an hour be for ordinary business.

RESOLVED

- 1. That the report be received and noted.**
- 2. That the Chair drafts an email to be sent to all shops and supermarkets in Barry requesting interest in being a Fairtrade Certified Shop also including an invitation to the next Fairtrade Advisory Committee meeting to be held on Monday, 23 September 2019.**

75. **Annual Report – Fairtrade and the Well-Being of Future Generations (Wales) Act 2015**

Members were provided with an annual report detailing the Barry Fairtrade Advisory Committee's Activities and their relation to the Well-Being of Future Generations (Wales) Act 2015.

Councillor Lloyd-Selby thanked the Community Development Officer for producing the Annual report and advised that it covered everything and suggested that it be placed on the website and attach it to the email going to local businesses.

The Chair suggested sending it to the Well-Being and Future Generations Commissioner and Fairtrade Wales and requested that it be translated. The Community Development Officer advised that she would attached the annual report to the Fairtrade Minutes so that it can be seen at the meeting of Full Council due to be held on Monday 22 July 2019.

RESOLVED:

- 1. That the annual report for Fairtrade and the Well-Being of Future Generations (Wales) Act 2015 be received and noted.**
- 2. That the annual report for Fairtrade and the Well-Being of Future Generations (Wales) Act 2015 be displayed on the Barry Town Council Website and circulated with the minutes of the Fairtrade Advisory Committee held on Monday 15 July 2019 to a meeting of Full Council due to be held on Monday 22 July 2019.**
- 3. That the report be translated and circulated to the Well-Being and Future Generations Commissioner and Fairtrade Wales**

76. **Fairtrade Event Planning 2019/20**

Members were provided with a report surrounding the Fairtrade events/promotions for 2019/20.

The Community Development Officer advised members that she had attended a One Voice Wales Conference recently where she helped Aileen at Fairtrade Wales with a presentation. She advised that Aileen

had told her that next year's theme for Fairtrade Fortnight will be Cocoa and suggested ideas surrounding the theme. The Community Development Officer suggested to hold a hot chocolate afternoon tea and also it might be a great way to get the schools involved.

Members discussed the various events coming up and also identified a possibility of introducing Fairtrade mini eggs at the Walk of Witness in a way to promote Fairtrade.

Councillor Lloyd-Selby suggested that a leaflet be produced in time for the Financial Grant Giving Evening asking if people would be interested in getting involved in Fairtrade and to be kept up to date with events.

RESOLVED:

- 1. That members receive and note the report.**
- 2. Than an addition of giving out mini eggs during the Walk of Witness be added to the list of events to promote Fairtrade**
- 3. That the Community Development Officer arranges for leaflets to be produced encouraging people to get involved with Fairtrade.**

77. **DATE OF NEXT MEETING**

RESOLVED that the meeting of the next Fairtrade Advisory Committee be held on Monday 23 September 2019.

The meeting closed at 6.50 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 23 SEPTEMBER 2019 at 6.00PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors S Hodges, Lloyd-Selby and Richardson and R Bennet (Cadoxton Methodist Church) and G Lancaster (Soroptomists)

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Lucy McAllister – Administrator
Councillor N Hodges – Observer
H Huggett – Morrison’s Community Champion

78. **APOLOGIES FOR ABSENCE**

None were received.

79. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

None were received.

80. **ELECTION OF VICE-CHAIRPERSON 2019/20 MUNICIPAL YEAR**

Councillor Johnson explained that this item had been deferred from the last meeting of Fairtrade as the position of Vice-Chairperson was traditionally fulfilled by a non-council member.

Ruth Bennett was nominated by Councillor Johnson, with Councillor S Hodges seconding. No other nominations were received and so it was resolved that R Bennett be elected as Vice-Chairperson of the Fairtrade Advisory Committee for the municipal year 2019/20.

RESOLVED: That R Bennett be elected as the Vice-Chairperson for the Fairtrade Advisory Committee for 2019/20 municipal year.

81. **MINUTES OF A MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON THE 15 JULY 2019**

RESOLVED: That the minutes of the Fairtrade Advisory Committee meeting held on the 15 July 2019 be approved and signed as a correct record.

6.05pm Councillor Richardson joined the meeting.

82. **WORKING WITH SUPERMARKETS TO PROMOTE FAIRTRADE**

The Chair welcomed H Huggett to the meeting who was in attendance as the Community Champion from Morrison’s Supermarket.

Councillor Johnson led discussions on how the Fairtrade Advisory Committee could promote Fairtrade products and raise public awareness through links made with local supermarkets, in particular throughout Fairtrade Fortnight 2020.

H Huggett explained that previously Morrison's had set up a small stall in their foyer to promote Fairtrade and that this was something she could look into again if members were in agreement. Members agreed that this would be ideal during Fairtrade fortnight.

Councillor Lloyd-Selby suggested contacting all local supermarkets requesting a list of Fairtrade products that are currently stocked, what their policy is on stocking Fairtrade products, what percentage of Fairtrade products they aim to purchase and what their plans were to promote Fairtrade during Fairtrade Fortnight.

Councillor S Hodges advised that a thank you be included in the communication with Morrison's, and that it should be highlighted that one Community Champion attended the meeting of Fairtrade Advisory Committee held on 23 September, 2019 to the other local supermarkets who were not in attendance.

RESOLVED:

- 1. That the Community Engagement Officer sends a letter to local supermarkets, asking their policy on stocking Fairtrade products in Wales, what percentage of Fairtrade products they aim to purchase, their plans for Fairtrade Fortnight, a list of all stocked Fairtrade products and inviting them to attend future Fairtrade Advisory Committee meetings.**
- 2. That the Fairtrade Advisory Committee host a Fairtrade promotion stall in Morrison's supermarket during Fairtrade fortnight.**

83. **BUDGET MONITORING REPORT SEPTEMBER 2019 AND DRAFT BUDGET 2020/21**

The Community Engagement Officer provided members with the Committee's expenditure in the 2019/20 financial year as at the end of September 2019.

- 1. RESOLVED: That the budget monitoring report for September 2019, noting the available balance of £966 for the remainder of 2019/20 be received and noted.**
- 2. RECOMMENDED:**

To a meeting of Finance, Policy and General Purposes Committee to be held on 25 November 2019, that the Fairtrade Advisory committee requirements for 2020/21 remain the same.

84. **BALA SPORT – FAIRTRADE FOOTBALLS**

Members were provided with a report regarding a recent email from Bala Sport from the Community Engagement Officer.

The Community Engagement Officer advised members that Bala Sport are able to supply various sports balls; such as netballs and volleyballs. The Community Engagement Officer further advised that a local netball league could benefit from a promotion of Fairtrade balls this year.

Councillor Lloyd-Selby advised members that walking football and walking netball had recently grown as sports and local leagues could be investigated as possible recipients of Fairtrade balls. Councillor Lloyd-Selby added that the Women's Institute had recently supported the uptake of walking netball in the Vale of Glamorgan in partnership with Netball England.

Members agreed that a representative from the Women's Institute be invited to attend the next meeting of the Fairtrade Advisory Committee.

Members were in agreement that the Community Engagement Officer produce a report regarding the costings of various sports balls and the number of locals sporting organisations that can benefit from each, in order to consider which balls be purchased.

RESOLVED

- 1. That the report be received and noted.**
- 2. That the Community Engagement Officer invite a representative of the Women's Institute to the next meeting of the Fairtrade Advisory Committee, to be held on Monday 25 November 2019, regarding 'Walking Netball' in the local area.**
- 3. That the Community Engagement Officer produce a report costing various Fairtrade sports balls and their possible reach through local sporting organisations for consideration at the next Fairtrade Advisory Committee meeting to be held on Monday, 25 November 2019.**

85. **VALE PLUS PROPOSAL**

The Community Engagement Officer provided members with a proposal to support Vale Plus in their promotion of Fairtrade within the community. Members were informed that the Community Engagement Officer had

recently met with the newly appointed Chief Executive of Vale Plus to discuss ways in which the Town Council could work with Vale Plus.

Vale Plus were keen to become involved in the promotion of Fairtrade and suggested they could host a range of Fairtrade themed afternoon teas, commencing from Halloween, with further Afternoon Teas scheduled for Christmas, Valentine's Day and Mother's Day.

Members discussed the proposal, agreeing Vale Plus should be supported through the purchase of Fairtrade tea, coffee, and sugar at a cost of approximately £40, which will be purchased through the Council and donated to Vale Plus to use.

Members also agreed that a £50 donation to Vale Plus towards the purchase of Fairtrade ingredients be made from the Fairtrade Advisory Committee budget.

Members agreed that the Chief Executive of Vale Plus be invited to attend the next meeting of the Fairtrade Advisory Committee, to be held on 25 September, 2019. Members further agreed that Fairtrade events hosted by Vale Plus be promoted through Town Council social media and the Town Mayor should be invited to attend.

Members asked if any invitations had been received for the Fairtrade Towns Conference to be held in Cardiff from the 18 -20 September, 2019. The Community Engagement Officer advised that she would forward details received via email to members.

Member discussed upcoming events suited to the promotion of Fairtrade goods.

The Community Engagement Officer advised that the Fairtrade Advisory Committee Social Event was planned for November. Members agreed a budget of £50 on Fairtrade products for the Social Event, advising that they would like the Community Engagement Officer to explore a possible blind taste testing event of locally stocked Fairtrade wines.

Members were in agreement that a Fairtrade chocolate promotion be undertaken around Halloween highlighting 'the dark side of chocolate'.

Members agreed to promote the Fairtrade Campaign through Fairtrade bananas, to be handed out at the Santa Fun Run, to be held on Sunday 8 December, 2019.

A discussion was had regarding the launch of the Fair Hair campaign. Members agreed that, as there had been little response from local Hairdressers regarding the starter packs, the Community Engagement Officer launch this campaign by approaching local Hairdressers and distributing the Fair Hair starter packs in person.

RESOLVED:

1. That the report be received and noted.
2. That a budget of £50 be donated to Vale Plus from the Fairtrade Advisory Committee budget to purchase Fairtrade ingredients for proposed Fairtrade events.
3. That the Community Engagement Officer Purchase Fairtrade Tea, Sugar & Coffee to donate to Value Plus at an approximate cost of £40.
4. That the Community Engagement Officer invite the Chief Executive of Vale Plus to attend to next meeting of the Fairtrade Advisory committee, to be held on 25 November, 2019.
5. That the Fairtrade Social Evening is allocated a budget of £50 and that this is held in November.
6. That the Community Engagement Officer utilise Halloween to highlight the 'dark side of chocolate' through a Fairtrade social media campaign.
7. That Fairtrade goods are promoted through the giveaway of Fairtrade bananas at the Santa Fun Run, to be held on Sunday 8 December.
8. That the Community Engagement Officer distribute the Fair Hair starter packs directly to local Hairdressers.

86.

DATE OF NEXT MEETING

RESOLVED that the meeting of the next Fairtrade Advisory Committee be held on Monday 25 November 2019 at 6pm.

The meeting closed at 6.45 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY, 25 NOVEMBER 2019 at 6.00PM

PRESENT: Councillor Johnson (Chairperson) together with Councillors S Hodges, Lloyd-Selby (arrived at 6.25 pm) and Hawkins and R Bennett (Cadoxton Methodist Church)

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Lucy McAllister – Administrator
Councillor N Hodges – Observer
B Bowring – Barry Women’s Institute
L Wallis Hawkins – Barry Women’s Institute
M Mitchell - Valeplus

87. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Richardson and G Lancaster.

88. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

None were received.

89. **MINUTES OF A MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 23 SEPTEMBER**

Councillor Hawkins referred to minute no. 80, noting that 2029/20 should be amended to read 2019/20.

The Community Engagement Officer updated members regarding point 82(1) on the action sheet, advising that only Morrison’s supermarket had responded to date.

The Chair requested that the response from Morrison’s regarding their Fairtrade products and policy be forwarded to members.

The Community Engagement Officer advised that point 83(2) was relating to a request made by the Committee that their budget requirements remain the same for 2020/21 and this was to be discussed at a meeting of Finance, Policy and General Purposes Committee to be held at 7pm on 25 November 2019.

The Community Engagement Officer further advised that due to current work streams point 85(8) would be revisited in the new year.

RESOLVED:

1. That the minutes of a meeting held on 23 September 2019 be approved and signed as a correct record, subject to the above amendment.
2. That the Community Engagement Officer forward the response received from Morrison's supermarket regarding Fairtrade products and policy to members.

90.

FAIRTRADE SPORTS

The Community Engagement Officer provided members with a report regarding options for Committee to engage with a wider variety of sports.

The Community Engagement Officer advised that she had been in contact with Bala Sport to enquire about their range of Fairtrade netballs and volleyballs. However, she had been advised that they were not currently available and that their current focus was to promote their range of Fairtrade Footballs and Futsals to enable them to reach the funds required to introduce new products to the market. Members noted that this was disappointing, but that the committee's enthusiasm towards the products may be encouraging for Bala Sport to know that the need is there.

L Wallis-Hawkins provided members with information regarding the walking netball team in Penarth, advising that a league was growing around South Wales and that it was the hope that in the future a walking netball team would be launched in Barry.

Councillor Lloyd-Selby joined the meeting at 6.24pm.

B Bowring advised members that the Women's Institute was in the process of rolling out the walking netball promotion across the UK.

Members were in agreement that should it be the case that a team is launched in Barry and Fairtrade netballs be available in the future the idea be revisited.

Councillor Johnson noted that he was aware of a Barry Walking Football Team and had a contact available to him. Councillor S Hodges suggested that the Barry walking football team be invited to the Fairtrade Social Evening.

The Chair requested that members forward ideas for Fairtrade Fortnight to the Community Engagements Officer.

The Chair requested that the Community Engagement Officer collate prices on Fairtrade footballs, with a view to providing them to youth

teams in Barry, and report these at the meeting of Fairtrade Advisory committee to be held on 27 January 2020.

The Community Engagement Officer advised that as Bala Sport were in need of securing more football orders to be in a position to provide Fairtrade netballs that it may be an idea to promote their Fairtrade goods with a leaflet in the Santa Fun Run goody bags. Members agreed that this would be a good idea moving forward.

M Mitchell requested that the Community Engagement Officer forward Bala sport details to himself.

R Bennett stated that emailing local schools and pointing out that one of simplest ways they can become a Fairtrade School would be to use Fairtrade footballs, which can be purchased from Bala sport may assist Bala sport in reaching a point where it is viable to produce Fairtrade netballs and volleyballs.

The Community Engagement Officer advised that she would identify local school's Fairtrade status, as well as information regarding how businesses can become Fairtrade accredited and report her findings at the meeting of the Fairtrade Advisory Committee, to be held 27 January 2020.

RESOLVED

- 1. That the Fairtrade Sports report be received and noted.**
- 2. That the Community Engagement Officer invite the Barry Walking Football team to the Fairtrade Social Evening.**
- 3. That members forward ideas for Fairtrade Fortnight to the Community Engagements Officer.**
- 4. That the Community Engagement Officer collate prices on Fairtrade footballs and report these at the meeting of Fairtrade Advisory Committee to be held on 27 January 2020.**
- 5. That the Community Engagement Officer request promotional material from Bala Sport and that any received be included in the Santa Fun Run goody bags, to be handed out on 8 December 2019.**
- 6. That the Community Engagement Officer forward the details of Bala Sport to M Mitchell.**
- 7. That the Community Engagement Officer prepare a report identifying local schools' and their Fairtrade status and how the**

Fairtrade Committee can support businesses in becoming Fairtrade accredited and that this is submitted to the meeting of the Fairtrade Advisory Committee, to be held 27 January 2020.

91. **FAIRTRADE CHRISTMAS COMPETITION**

The Community Engagement Officer provided members with a report regarding a potential competition to promote Fairtrade throughout the Christmas period.

Members agreed to purchase a Fairtrade hamper at a cost of £55, from the Fairtrade budget as a prize for a Christmas Fairtrade promotional competition requiring that entrants tag a friend on social media and comment why they use Fairtrade products.

The Chair advised that the usual social media outlets along with Bro Radio, Barry and District and Gem newspapers be advised of this promotion.

M Mitchell advised members that the Vale Plus Fairtrade Coffee Mornings were due to commence in the new year, with the second coffee morning planned to fall within Fairtrade Fortnight.

RESOLVED

- 1. That the Fairtrade Christmas Competition report be received and noted.**
- 2. That the Community Engagement Officer purchase a Fairtrade hamper at a cost of £55, to be taken from the Fairtrade Advisory committee budget of the 2019/20 financial year.**
- 3. That the Fairtrade Christmas competition be promoted through social media, Bro Radio, the Barry and District and Gem newspapers.**

92. **FAIRTRADE SOCIAL EVENING**

The Community Engagement Officer provided members with an update of potential dates to host a Fairtrade Social Evening.

A discussion was had around the location and theme of the Social Evening.

Members agreed to hold the event in the Chamber of the new Council premises around the beginning of February 2020 with a theme promoting Fairtrade chocolate.

The Community Engagement Officer advised that she would forward possible dates to members for consideration.

R Bennett advised members that it was the intention of Cadoxton Methodist Church to host another Fairtrade Coffee Morning in 2020 during Fairtrade Fortnight. R Bennett added that the possible dates for this would be 29 February 2020 or 7 March 2020.

The Chair queried whether Cadoxton Methodist Church planned to host a Fairtrade service again next year. R Bennett advised that she would confirm whether this would be taking place and advise committee.

M Mitchell advised members that he would be happy to attend future Fairtrade Advisory Committee meetings.

The Community Engagement Officer advised that M Mitchell would be included in future Fairtrade Advisory Committee communications and meeting agendas.

L Wallis-Hawkins asked members if they would like to place an article regarding Fairtrade Advisory Committee in The Herald (50+ Magazine), at no cost. She advised that this would need to be received prior to Christmas, in a font of Arial size 12 and, if possible, with a Welsh translation of any text included.

The Chair advised that images of Fairtrade events could be utilised with a general promotional message of Fairtrade Advisory Committee, which would still be relevant following the anticipated publishing date of the end of March.

RESOLVED

- 1. That the Fairtrade Social Evening report be received and noted.**
- 2. That the Community Engagement Officer forward available dates for the Fairtrade Social Evening to members for consideration.**
- 3. That R Bennett advise the Community Engagement Officer whether a Fairtrade service will be held at Cadoxton Methodist Church.**
- 4. That M Mitchell be added to the Fairtrade Advisory committee mailing list.**
- 5. That the Chair advise L Wallis Hawkins of the required article size for a Fairtrade Advisory Committee promotion in the 50+**

**magazine as soon as possible and forward details of the article
(with Welsh translation if possible) before Christmas.**

93. **DATE OF NEXT MEETING**

**RESOLVED that the meeting of the next Fairtrade Advisory
Committee be held on Monday 27 January 2020 at 6pm.**

The meeting closed at 6.40 pm.

Signed (Chairperson) Dated