

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

(a) the names of the members who attended the meeting, and any apologies for absence;

(b) any declarations of interest;

(c) any decision taken at the meeting, including the outcomes of any votes.

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

### **BARRY TOWN COUNCIL**

#### **DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 20 JUNE 2022 AT 6PM**

**PRESENT:** Councillors Aviet, S Hodges, Iannucci, Johnson and McKinney, together with R Bennett and A Greenfield

**ALSO PRESENT:** Beth Hillier – Well-being Projects Officer  
Hannah Linton – Administrator  
Councillor N Hodges – Observer

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Davies-Powell, along with G Lancaster.

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

A declaration of interest was received from A Greenfield in regards to Agenda Item 10.

**3. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

**4. ELECTION OF CHAIRPERSON FOR 2022/23 MUNICIPAL YEAR**

Councillor S Hodges nominated Councillor Johnson for the position of chairperson for the 2022/23 municipal year.

Councillor McKinney seconded the nomination.

**RESOLVED: That Councillor Johnson be appointed Chairperson of the Fairtrade Advisory Committee for the 2022/23 municipal year.**

**5. TERMS OF REFERENCE**

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

**6. ELECTION OF VICE-CHAIRPERSON FOR 2022/23 MUNICIPAL YEAR**

Trader R Bennett nominated Councillor Iannucci for the position of Vice-Chairperson for the 2022/23 municipal year.

Councillor Aviet seconded the nomination.

**RESOLVED: That Councillor Iannucci be appointed Vice-Chairperson of the Fairtrade Advisory Committee for the 2022/23 municipal year.**

**7. TO APPROVE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 31 JANUARY 2022**

**RESOLVED: That the minutes of the meeting of the Fairtrade Advisory Committee held on 31 January 2022 be approved and signed as a correct record.**

**8. FAIRTRADE FORTNIGHT ART COMPETITION EXHIBITION BARRY LIBRARY**

Members were provided with information regarding the display of Fairtrade Fortnight Art Competition entries at Barry Library and potential dates.

The Chair noted that the Fairtrade Fortnight Art Competition entries had been exhibited in Dinas Powys and that the exhibit would be displayed for the Hub Cymru Africa Summer Summit in the Grange Pavilion, Grangetown, on Saturday 2 July. He stated that it had been proposed that the artworks be hosted by Barry Fairtrade in Barry Library.

The Well-being Projects Officer noted that she had already spoken to Barry Library and that they are happy for the Fairtrade Fortnight Art Competition Exhibition to be held there, with a provisional reservation made from 2 July – 31 July 2022. The Well-being Projects Officer suggested holding an opening day event and the Chair concurred, suggesting inviting the Mayor to attend.

The Chair agreed with the Sustainable Projects Officer in regards to an opening day, suggesting the Council included an information evening and a social media event.

Councillor S Hodges suggested displaying pieces from the Fairtrade Fortnight Art Competition Exhibition in the shared entrance of the Town Hall and Art Central and ensure that Barry Town Council are recognised for the event. Councillor S Hodges suggested the event be held over a week, to include a weekend for maximum foot fall.

Councillor Iannucci suggested the Fairtrade Fortnight Art Competition Exhibition be held the weekend after the Scouts Fete, from 9 July for a week.

The Chair suggested that the Well-being Projects Officer contact the Mayor for availability and create a list of potential invites. The Chair also queried what type of event the opening day would be i.e. tea/coffee morning and suggested any funding required be taken from the Fairtrade Advisory Committee's budget.

Councillor S Hodges suggested a £50 budget to be available if required for the event.

The Chair agreed with Councillor S Hodges' £50 budget suggestion and also suggested notifying parents of the Fairtrade Fortnight Art Competition Exhibition winners to attend the opening event.

**RESOLVED:**

- 1. That the Well-being Projects Officer liaise with the Town Mayor on availability for the Fairtrade Fortnight Art Competition Exhibition opening day (9 July 2022 TBC).**
- 2. That the Fairtrade Fortnight Art Competition Exhibition will be held for one week.**
- 3. That a budget of £50 is agreed for the event.**
- 4. That the Well-being Projects Officer ensures parents of the winners are invited and collate a list of invites.**

**9. FAIRTRADE ACTION PLAN AND STATUS RENEWAL**

The members were provided with the Fairtrade Advisory Committee's Action Plan and documents pertaining to past and future activities for their consideration leading up to the application for renewal in September 2022.

The Chair noted that the Fairtrade Town status renewal was meant to be completed in 2020, with it being postponed due to Covid-19. He explained that the Fairtrade Town status renewal focus had changed, with the Fairtrade Foundation requiring past activities to evidence commitment to the Fairtrade ethos and programme rather than future plans. The Chair suggested the application be completed by the Chair

and the Well-being Projects Officer whilst encouraging comments and suggestions from both Councillors and Traders.

A Greenfield queried the timeframe for comments and suggestions for the Fairtrade Town status renewal.

The Chair requested that comments and suggestions be made as soon as possible and up until early September, and suggested applications could be sent out to complete or a working party meeting could be created.

A Greenfield noted that the biggest wholesaler for fruit and vegetables stated that there was no demand for Fairtrade products, her suggestion was to contact traders across Barry who use the same wholesaler to order Fairtrade products to create a demand noting that the Fairtrade products are usually the same price or cheaper. She also suggested creating an event for traders across Barry to attend to showcase Fairtrade procurement throughout Barry. A Greenfield then noted that Big Fresh, who are the primary provider for school dinners across the Vale of Glamorgan, did not use Fairtrade products and suggested writing to the Vale of Glamorgan Council to alter practises.

The Chair noted that Big Fresh work with the Vale of Glamorgan Council but would be happy to help encourage them to make the change to Fairtrade products. The Chair also agreed with A Greenfield on creating an event to motivate Fairtrade procurement by more local traders.

Councillor McKinney noted that people were possibly unaware of the Fairtrade products pricing being the same or cheaper than non-Fairtrade products.

The Chair felt that the Fairtrade Advisory Committee needed to change focus from awareness raising to practical action.

R Bennett suggested contacting schools and churches regarding purchasing Fairtrade products going forward and provide them with information to make it known that using Fairtrade products is easier now to achieve.

**RESOLVED:**

- 1. That members receive and note the report.**
- 2. That the Chair and Well-being Projects Officer draft the Fairtrade Renewal, and it is discussed at the next meeting of Fairtrade being held on 12 September 2022.**
- 3. That members are invited to make comments relating to the Fairtrade Town Status Renewal no later than Friday, 2 September 2022.**

4. That the Well-being Projects Officer produce a paper with further information relating to suggestions made by members to the next meeting of Fairtrade Advisory Committee to be held on 12 September 2022.

10. **FAIRTRADE STALLS AT UPCOMING EVENTS**

Members received a report informing them of upcoming events where Fairtrade stalls could be set up and supervised by members of the Fairtrade Advisory Committee on a rota system.

The Well-being Projects Officer noted that A Greenfield had a conflict of interest on this item and would not be able to vote. The Projects Officer stated that a stall along with Barry Town Council will be set up at the Scouts Fete on 2 July 2022 and also at the Town Council's Family Fun Day on 11 August 2022. She queried how many boxes of bananas would the Fairtrade Advisory Committee require for the two events, suggesting two boxes for each.

The Chair agreed with the suggested amount of boxes for the two events and asked for volunteers for each event.

Councillors S Hodges, N Hodges and Iannucci volunteered for the Scouts Fete on 2 July 2022.

Councillor N Hodges and McKinney volunteered for the Family Fun Day on 11 August 2022.

The Chair queried if the Santa Fun Run would be going ahead this year.

The Well-being Projects Officer noted that the event was still going ahead with planning to begin in August or September. She stated that the only change for the event would potentially be the Santa suits with the Officer looking into a more sustainable option.

Councillor S Hodges suggested that the Committee along with the Well-being Projects Officer look into sporting events and festivals across Barry to promote Fairtrade and hand out bananas with information.

A Greenfield suggested creating a QR code or stamp to provide with the bananas at events which could re-direct the user to more information about Fairtrade. She noted that a directory had already been created at Awesome Wales and was happy to share that with the Fairtrade Advisory Committee.

Councillor S Hodges suggested creating a page dedicated to the Fairtrade Advisory Committee on the Barry Town Councils website.

The Well-being Projects Officer provided members with costings to purchase bananas from two companies.

The Chair preferred the less expensive option for the four boxes of bananas.

Councillor S Hodges suggested providing a budget of £75 for the purchase of bananas for both events.

**RESOLVED:**

1. That members agreed to attend the Scouts Fete and the Council's Family Fun Day with a stall provided for the promotion of Fairtrade.
2. That members agreed to provide adequate cover at both stalls with the Well-being Projects Officer to arrange a rota based on member's availability.
3. That a budget of £75 be agreed for both events for the purchase of bananas from Awesome Wales.
4. That the Well-being Projects Officer provide a report to the next meeting of the Fairtrade Advisory Committee being held on 12 September 2022 regarding sporting events and festivals across Barry that the Committee could attend to promote Fairtrade and hand out bananas.
5. That the Well-being Projects Officer determine whether the Committee's new website has a dedicated Fairtrade webpage and if so what the process would be to create a QR code directing people to this.

11. **DATE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Fairtrade Advisory Committee is scheduled to be held on 12 September 2022 at 6pm.

Meeting closed at 18:57pm.

Signed ..... (Chairperson) Dated .....