

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 TUESDAY 27 SEPTEMBER 2022 AT 6PM

PRESENT: Councillor Johnson (Chair) together with Councillors Aviet, Davies-Powell, S Hodges, Iannucci (Vice-Chair) and McKinney.

ALSO PRESENT: Robyn Walsh – Engagement and Events Team Manager
Rebecca Blackwell – Office Team Leader
Amy Mander - Administrator
Councillor N Hodges – Observer

12. APOLOGIES FOR ABSENCE

Apologies were received from A Greenfield and R Bennett.

13. DECLARATIONS OF INTEREST

None were received.

14. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

16. TO APPROVE THE DRAFT MINUTES OF THE MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 20 JUNE 2022

RESOLVED: That the minutes of the meeting of the Fairtrade Advisory Committee held on 20 June 2022 be approved and signed as a correct record.

17. BUDGET MONITORING REPORT TO 31 AUGUST 2022 AND DRAFT BUDGET FOR 2023/24

Members were provided with a report to advise of the Committee's expenditure in the 2022/23 financial year as at the end of August 2022 and request members to consider the budget requirement for 2023/24.

The Engagement and Events Team Manager advised members that the available balance for 2022/23 will now be £830 and not £940 as mentioned in the report, this was due to the purchase of bananas and goal posts for the Family Fun Day held in August.

The Chair noted that the majority of the budget is spent near the end of the financial year and during budget setting it can be misleading discussing expenditure this early in the financial year, the Chair suggested that it may be helpful to have an overall expenditure of each year.

Councillor S Hodges suggested a budget of £1000 for the 2023/24 budget.

RESOLVED:

- 1. That members receive the budget monitoring report for August 2022, noting the available balance of £830 for the remainder of 2022/23**
- 2. That a report detailing overall expenditure if reported back to the next meeting of the Fairtrade Advisory Committee.**

RECOMMENDATION: to a meeting of the Finance, Policy and General Purposes Committee being held on 28 November 2022 that the Fairtrade Barry Advisory Committee's requirements are £1,000 for 2023/24.

18. FAIRTRADE WALES UPDATE

The Chair noted that two events were cancelled due to the passing of the Her Majesty Queen Elizabeth II, however he provided an update to the group in terms of what events were coming up. The Chair also asked if more information could be provided in relation to Public Procurement and partnership Bill.

The Engagement and Events Team Manager advised that there is still financial support available from Fairtrade Wales and members may wish to consider this when discussing item 9 of the agenda.

RESOLVED:

1. That the report be received and noted
2. That the Engagement and Events Team Manager signs the Fairtrade Community Declaration on behalf of the Fairtrade Barry Advisory Committee.

19. FAIRTRADE ART EXHIBITION RESCHEDULE 2022

Members were provided with a report advising them of the reschedule of the Fairtrade Fortnight Art Exhibition at Barry Library, including potential dates.

The Chair noted that he was unavailable on the proposed date. Councillor Iannucci advised that she would be available, together with Councillors S Hodges and N Hodges who also advised they will be in attendance.

RESOLVED:

1. That the report be received and noted.
2. That members, who have not already, confirm their attendance at the opening night of the Fairtrade Art Exhibition being held on Saturday 19th November 2022 to the Well-Being Project Officer.
3. That members note that the previously agreed budget of £50, resolved at the meeting of the Fairtrade Advisory Committee held on 20 June 2022 will be used to purchase Fairtrade refreshments detailed above.

14. FAIRTRADE STATUS RENEWAL 2022-2023

Members were provided with a report informing them of the extension of the Fairtrade Status Renewal date which had now been pushed back to 1 June 2023.

The Chair advised that historically the group had focused on awareness raising, but it had previously been discussed that the group would now like to change to more action based objectives, including challenging people's behaviors towards Fairtrade and in particular encourage engagement with local traders to stock Fairtrade products.

RESOLVED: That the report be received and noted.

15. FAIRTRADE UPCOMING COMMUNITY EVENTS POTENTIAL STALLS

Members were provided with a report relating to upcoming community events, with a view that there could be a Fairtrade presence at them.

The Engagement and Events Team Manager talked members through the report outlining the key events.

The Chair thanked the Engagement and Events Team Manager for the report saying that it would be best to not do all of the events but focus on a few and put energy into them. He suggested that there be a presence at the Santa Fun Run to hand out bananas at the end to participants, celebrate World Banana Day on 3rd April and St. David's Day. The Chair noted that it would be too short notice to participate in the Pride Event being held on Saturday 1st October 2022.

The Chair also noted that the idea of having a basket to promote what Fairtrade products are available. Councillor Iannucci requested if cardboard versions of products could be used so as to not have any food wastage. The Chair suggested that the items that could be placed in the basket could be those that would later be used at events to prevent wastage. Councillor S Hodges requested if products other than food items can be displayed to widen the knowledge of what Fairtrade products are available to the public.

Discussions continued with a resolve of creating mock ups of the food items that can be purchased and examples of non-food items.

Members wished to not progress with the suggestion of Fairtrade promotional bags.

Members agreed to setting aside an amount each year to be used to purchase Fairtrade bananas for the events to eliminate the Officer having to wait until a Committee to meet to gain authorization. Members agreed an amount of £150.

RESOLVED:

- 1. That the report be received and noted.**
- 2. That members agree to the following events:**
 - **Santa Fun Run**
 - **St. David's Day**
 - **World Banana Day**
 - **Annual Scout Fete**
 - **Family Fun Day**
 - **Art Exhibition**
- 3. That members agree to set aside a budget of £60 for the purchase of a Fairtrade demo basket**
- 4. That members agree to a budget of £150 to purchase Fairtrade bananas so the Project officer does not have to wait for a Committee meeting to gain approval.**

15. FAIRTRADE ACTIVITY AND ENGAGEMENT IDEAS

Members were provided with a report regarding ideas for future activity raised at the meeting of the Fairtrade Advisory Committee held on 20 June 2022.

The Engagement and events Team Manager talked members through the report.

The Chair noted that Amy Greenfield of Awesome Wales was interested in an alternative Black Friday in the run up to the Christmas Period. The Engagement and Events Team Manager advised that she could meet with Amy to discuss the idea. Councillor S Hodges asked if a budget would be required. The Chair noted that any budget could be agreed via urgent action as there is no meeting until the new year.

The Chair asked if a letter could be sent to Big Fresh who provides school lunches requesting for data on the amount of Fairtrade products they use. Councillor S Hodges suggested to invite them to be a member of the Committee. The Engagement and Events Team Manager noted that at the Family Fun Day, Vale People First were keen to get involved with Fairtrade.

The Engagement and Events Team manager advised members that there is a page on the Town Council's website which will require updating, the Chair advised that he would check over any edits before it is published. Also the Engagement and Events Team manager advised that creating a QR code to link to the webpage would be simple to set up.

The Chair suggested to contact both schools and church groups to refresh the membership as many are not attending the meeting as before. The Chair would also like to see a return of Fairtrade Certificates being presented to those who stock Fairtrade products.

The Chair requested if Fairtrade Wales could be contacted in relation to any future Fairtrade events being held on behalf of Barry Town Council.

The Chair ended the meeting stating that there should be assurances that resource is available as to not put too much pressure on both staff and Councillors.

RESOLVED:

- 1. That members receive and note the report**
- 2. That the Engagement and Events Team Manager contact Amy Greenfield of Awesome Wales was to discuss an alternative Black Friday in the run up to the Christmas Period.**
- 3. That the Chair draft a letter to be sent to Big Fresh who provides school lunches requesting data on the amount of Fairtrade products they use and inviting them to become a member of the committee.**
- 4. That the Engagement and Events Team Manager updates the Fairtrade webpage on the Town Council's website and creates a QR code that will link to it.**

5. That the Engagement and Events Team Manager writes to Schools and Church Groups in order to refresh the committee membership

16. DATE OF NEXT MEETING

RESOLVED: That The date of the next Fairtrade Advisory Committee is scheduled for 30 January 2023.

The meeting closed at 6.47 pm.

Signed (Chairperson) Dated