

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

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

(b) any declarations of interest;

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

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

### **BARRY TOWN COUNCIL**

#### **DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 1 FEBRUARY 2023 AT 6PM**

**PRESENT:** Councillor Johnson (Chair) together with Councillors Aviet, S Hodges, Iannucci (Vice-Chair) and McKinney. Together with A Greenfield and G Lancaster

**ALSO PRESENT:** Robyn Walsh – Engagement and Events Team Manager  
Rebecca Blackwell – Office Team Leader  
Councillor N Hodges – Observer  
Ashely – Vale People First  
Curtis – Vale People First

#### **24. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Davies-Powell and R Bennett.

#### **25. DECLARATIONS OF INTEREST**

None were received.

#### **26. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

#### **27. TO APPROVE THE MINUTES OF THE MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 27 SEPTEMBER 2023**

The Chair (referring to the action sheet from the previous meeting) informed members that some actions had not been completed to staff capacity issues.

However, he was pleased to inform members that the role of Wellbeing Project Officer was scheduled to be recruited to shortly and once this had been completed, the Fairtrade Advisory Committee would have full Officer support again.

**RESOLVED: That the minutes of the meeting of the Fairtrade Advisory Committee held on 27 September 2023 be approved and signed as a correct record.**

**28. BUDGET MONITORING REPORT DECEMBER 2022**

Members were provided with a report outlining the Committee's expenditure in the 2022/23 financial year as at the end of December 2022.

**RESOLVED: That members receive the budget monitoring report for December 2022, noting the available balance of £624.85 for the remainder of 2022/23.**

**29. FAIRTRADE WALES UPDATE**

The Chair advised that a representative from Fairtrade Wales was not present at the meeting. However, the Engagement and Events Team manager had recently forwarded an update from Fairtrade Wales to all members and will continue to do so.

**RESOLVED: That the Fairtrade Wales update be received and noted.**

**30. FAIRTRADE FORTNIGHT**

Members were provided with a report presenting ideas for activities and potential plans for Fairtrade Fortnight 2023 for consideration.

The Engagement and Events Team Manager provided members with a brief overview of the content of her report, noting that members were asked to consider approving up to £60 (from the Fairtrade budget) towards the purchase of a Fairtrade hamper as a prize for the Fairtrade Art Competition and Fairtrade Mayoral Coffee Morning..

6.11pm – Karry Meyrick (Karry's Deli) arrived

The Chair advised members that Fairtrade Fortnight provides a wider world focus on Fairtrade and events are organised to promote the message of Fairtrade and as a committee there are events planned throughout the year including attendance at the annual Santa Fun run where the Chair and Councillor N Hodges dress as bananas and hand out Fairtrade bananas to participants. The Chair also provided new members/attendees of an overview of the Fairtrade Art Competition.

The Chair continued to discuss the options within the report expanding on them for the benefit of new members/attendees.

The Chair noted that there a representative from Hope Church was not present and requested if they could be contacted to enquire what their plans for Fairtrade Fortnight were. The Engagement and Events Team Manager advised that they would follow this up.

The Chair also suggested that once the Wellbeing Project Officer role had been fulfilled that connection with local schools could be re-established to link with the Wellbeing of Future Generations Act.

Councillor Iannucci agreed with the suggestions and queried if the Fairtrade Quiz could take place at the end of Fairtrade fortnight in a way to finish Fairtrade fortnight which could encompass questions about things that had happened during the event.

Ashley from Vale People First advised that they have a café they run and could take part in Fairtrade events, noting it may be too late for Fairtrade Fortnight however, this could be something they can explore.

Councillor S Hodges queried if the two promotional banners fixed to the front of Town Hall could be utilised to promote such things as Fairtrade Fortnight (and other Council activities). The Engagement and Events Team Manager advised that they would notify the facilities and Cemeteries Manager for them to explore.

Councillor S Hodges appreciated that it may not be done in time for Fairtrade fortnight but it could be a good space for Barry Town Council promotional material. The Chair suggested that if the suggestion was agreed then it could be resolved though Urgent Action (if required).

Amy Greenfield suggested that a social media post could be made to highlight where people can buy Fairtrade products locally and that they would contact local traders to ask if they stock any Fairtrade products to be included. The Engagement and Events Team Manager advised that the Engagement and Events Officer would be responsible and that Amy could liaise with them. The Engagement and Events Team Manager also advised that the website could be updated with that information when provided.

Amy Greenfield highlighted the issue with purchasing Fairtrade bananas as a sole trader as the wholesalers will only commit to 4,500 bananas a week and encouraged the Committee to explore options, such as working with Big Fresh. Councillor S Hodges advised that it is on the action sheet to contact Big Fresh to start a discussion.

Gail Lancaster advised that they would notify the Soroptimists of the proposed events.

Amy Greenfield advised that they wouldn't be able to hold a Fairtrade Chocolate Tasting Evening (as they had done in previous years) due to staff shortages, suggesting that Karry's Deli may have the capacity to hold the event and with it having a focus on Park Crescent.

Karry advised that they would be prepared to hold such event, the Engagement and Events Team manager suggested a budget of £75. Members agreed.

Amy Greenfield suggested a digital competition to win a hamper which could be run across social media, asking people to take a photo of the Fairtrade product they had bought as an entry, which would help build the traders profiles. Councillor N Hodges suggested that the idea could be something to do later in the year.

Councillor S Hodges suggested that Committee resolve to purchase three Fairtrade hampers from the Fairtrade budget in order to ensure that Officers are able to progress with plans without the requirement for further authorization from Committee / Urgent Action.

Councillor N Hodges suggested to members that a request could be made to the Annual Meeting (held in May) that an exception could be implemented with regard to the current 25% expenditure rule within the Committee's Terms of Reference. The Chair explained to new members that the committee can only spend up to 25% of the committee's (remaining) budget per meeting which isn't helpful when organising Fairtrade Fortnight (for example) and suggested to make a recommendation to the Annual Meeting to remove the restriction.

The Chair (referring to the report) asked members to discuss World Banana Day scheduled to take place on 19 April. Amy Greenfield reiterated their ideas about independents being able to sell Fairtrade bananas, asking how the committee could create more market demand as Awesome Wales are unable to do that alone and there is no interest within trader conversations. It would require a commitment to purchase 48 boxes of Fairtrade bananas to enable the wholesalers to stock them. The Chair noted that this issue required a wider discussion.

#### **RESOLVED:**

- 1. That the report be received and noted.**
- 2. That members share the information relating to the Fairtrade Art Competition with their networks**
- 3. That members agree to support the Fairtrade Art Competition and a donation of £30 is made as contribution towards a Fairtrade hamper for the winner of the competition.**
- 4. That members agree to support the Fairtrade Mayoral Coffee Morning and a budget of £50 is set aside for (potentially) two hampers that need to be purchased throughout Fairtrade Fortnight.**
- 5. That members authorise the Officer to begin liaising with Arts Central to host an event to celebrate the entries received re the Fairtrade Art Competition.**

6. That a budget of £75 is agreed for a Fairtrade Tasting evening to take place during Fairtrade fortnight and is hosted by Karry Meyrick of Karry's Deli.
7. That the Chair and Councillor N Hodges attend a Barry Town Football Club home match on 25 February 2023 to hand out Fairtrade Bananas.
8. That a Fairtrade Quiz be arranged at the Cemetery Approach Community Centre near the end of Fairtrade fortnight.
9. That the Engagement and Events Team raise awareness of using Fairtrade ingredients for Pancake Day
10. That the Engagement and Events Officer liaise with Amy Greenfield to establish which traders in Barry source and sell Fairtrade products and advertise them on Social Media.
11. That the Engagement and Events Team Manager contacts Ruth Bennett at Hope Church to enquire if they had any plans for Fairtrade Fortnight.
12. That the Engagement and Events Team Manager explores the possibility to utilise the promotional banners on the exterior of Town Hall, in conjunction with the Facilities and Cemeteries Team Manager.

### **RECOMMENDATION**

### **TO THE ANNUAL MEETING OF COUNCIL SCHEDULED TO BE HELD ON TUESDAY, 17 MAY 2023;**

13. That Council give consideration to amending the Fairtrade Advisory Committee's Terms of Reference to remove the current restriction that the Committee is only authorised to approve expenditure up to 25% of the overall budget with any amount over this being referred to either a meeting of Full Council or the Finance, policy and General Purposes committee (whichever meets first), noting the limitations this restriction imposes on the Committee regarding approving expenditure in relation to Fairtrade Fortnight.

### **31. DATE OF NEXT MEETING**

**RESOLVED:** The date of the next meeting will be determined at the Annual Meeting scheduled to be held on Tuesday 16 May 2023.

The meeting closed at 6.57 pm

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