

Minutes from Meeting of Biggleswade Fairtrade Town Steering Group

Date/time and location: 8pm, Wednesday 3rd July 2007, Sainsbury's Coffee Shop, Biggleswade

Present: Sandra Birnie (Stratton Upper School), Catriona McIntyre (Stratton Upper School), Abi Reynolds, Julia Sanderson (Sandy Youth Service), Danielle Gallagher (Sandy Youth Service), Laura Sandham (Sandy Youth Service), Jonathan Medlock (Surfin Café/Biggleswade Chamber of Trade), Sharon Pattinson (Sainsbury's Supermarket), Sheila Grayston (Biggleswade Town Councillor), Jane Parker (St. Andrew's Church), Frances Arnold (St. Andrew's Church/Churches Together in Biggleswade), Neil Spencer (St. Peter's Church/Churches Together in Biggleswade)

1. Welcome and introductions

Neil Spencer welcomed everyone to the meeting. Everyone present introduced themselves.

2. Apologies for absence

Representative(s) from ASDA, Steve Luff (SWL Supplies Ltd), Vera Eade (Pentecostal Church), Carol Inskip (Girlguiding Biggleswade), Alistair Burt (MP for North East Bedfordshire), Tina Mundy. After the meeting, apologies were received from Pam Ekiert (Biggleswade Baptist Church).

3. Minutes of last meeting

The minutes of the meeting of Wednesday 23rd May 2007 were agreed.

4. Matters arising from minutes not covered elsewhere on the agenda

None.

5. Name for Group: Biggleswade Chronicle Competition

'Bigg fair Traders'	'Biggleswade for Fair trade' or 'BIFFT'
'Bigg Ideas'	'BFTG' (Biggleswade fair trade group)
'Fair fare Committee'	'Biggles eco- Buddlies'
'Biggles Fair trade committee'	'Wade in the Fair Trade'
'Fare for fair'	'Shop, green and fair'
'Wise Choice'	'Biggleswade good deal committee'
'The Equalisers'	'FAB' (Fairtrade Association Biggleswade)
'Fair and Square'	'Fair trade fair growth for fair pay'
'Fairtrade convention'	'Fair BigglesTRADE'

The options above were discussed and by consensus the title "FAB (Fairtrade Association Biggleswade) was adopted.

6. Proceeding towards the Five Goals

6.1. Goal 1: local council to pass resolution supporting Fairtrade

Sheila Grayston reported that the Labour councillors on Biggleswade Town Council wished to support the campaign for Biggleswade to become a Fairtrade Town. They were willing to propose a motion to the Town Council and if the wording of the motion was appropriate and no cost to the council implied then they expected to gain support from other councillors and have the motion passed. There would be an opportunity to address the council: for items on the Town Council's agenda, the public had a 15 minute opportunity to address; for items not on the agenda, the public had a separate 15 minute opportunity to address.

Action: Neil Spencer and Sheila Grayston to suggest a wording for a motion (taking into account suggestions available on the Fairtrade Foundation website) and circulate to others for comment before the motion is put forward to the Town Council.

6.2. Goal 2: Fairtrade products available in local shops, cafés, etc.

The idea of creating a directory of local shops, cafés, etc. was discussed and considered a good idea.

Action: all to collect Fairtrade directories they come across for future reference.

6.3. Goal 3: Fairtrade products used in local workplaces/community organisations

The experience of Fairtrade groups from other towns would be sought in order to develop a procedure for discovering what local workplaces/community organisations used Fairtrade products.

Action: Neil Spencer to approach Fairtrade groups in other towns.

Action: Jane Parker to contact Hannah Reed, the Fairtrade Foundation's Fairtrade Towns Coordinator for advice.

6.4. Goal 4: attract media coverage and popular support for campaign

- *Frances Arnold and Neil Spencer reported on the session they did on BigglesFM.*

- *Thanks was given to the Biggleswade Chronicle for running the competition to name the group and to Sainsbury's Supermarket for providing the prizes.*

- *In order to attract media coverage in newsletters of Aragon Housing Association, it was suggested that Carol Inskip had a contact.*

- *It was suggested that the group might consider having a float in the Biggleswade Carnival. Materials used during Fairtrade Fortnight (available from Fairtrade Foundation) could be reused for the carnival float.*

- *Members of the Chamber of Trade could be canvassed to assess their use of Fairtrade products.*

Action: Neil Spencer to consult with Carol Inskip about publicising the campaign through Aragon Housing Association.

Action: To include possibility of having a carnival float at a future meeting.

Action: Jonathan Medlock to canvass members of Chamber of Trade.

6.5. Goal 5: convene steering group to ensure continued commitment to Fairtrade

The fact that representatives from many sections of the community was considered a strength.

7. Contact made with Leighton Linlade Fairtrade Group

Neil Spencer reported that he had made contact with the Chair of the Leighton Linlade Fairtrade Group. The following items were mentioned:

- *Leighton Linlade had support from their Town Council to produce brochures, etc.*

- *Fairtrade Leighton Linlade car stickers were produced.*

- *They had support of their local MP like us.*

- *They had press releases published by local newspapers.*

- *A coffee shop in their town was not able to support Fairtrade but a recent takeover may change this.*

- *They had difficulty getting the Anglican Church to engage with the campaign.*

- *They have tried to get schools involved.*

- *They have got local supermarkets involved.*

In the subsequent discussion it was suggested that there may be possibility of getting grants from the Town Council. Those present also liked the idea of car stickers.

8. Web site

- *It was reported that Alan Dansey had offered to host information about the group on his biggleswade.org website. Information that the group would want to have on the website was contact details, a section about Fairtrade describing what it is, a list of events, a directory of Fairtrade outlets (when available).*
- *Jonathan Medlock offered to host web pages on his website in addition to biggleswade.org. The idea of the group having its own domain was discussed and thought to be a good idea. The domain fabtraders.co.uk was suggested.*
- *The possibility of Stratton Upper School being involved with the group's web presence was suggested.*

Action: Neil Spencer to supply details to Alan Dansey.

Action: Jonathan Medlock to investigate the group obtaining its own domain and the hosting of pages on his website.

Action: Sandra Birnie and Catriona McIntyre to investigate possibility of Stratton Upper School becoming involved with group's web presence.

9. Any other business

- *A logo for the group would be a good idea. Stratton Upper School might be able to hold a competition in September.*
- *Stratton Upper School have a Young Enterprise Club. It is possible that a future business associated with this might want to involve Fairtrade.*
- *Stratton Upper School might want to involve families by, for example, doing a survey of Fairtrade products in kitchen cupboards.*
- *A "What Does Biggleswade Think About Fairtrade" questionnaire could be developed and possibly involve the Biggleswade Chronicle with answers being given to help people understand more about Fairtrade.*

Action: Sandra Birnie and Catriona McIntyre to investigate possibility of Stratton Upper School holding logo contest, involving Young Enterprise Club and conducting survey.

Action: all to construct 5 questions for "What Does Biggleswade Think About Fairtrade".

10. Date and location of next meeting

Wednesday 12th September, 8pm, Sainsbury's Coffee Shop.