

Minutes from Meeting of FAB (Fairtrade Association Biggleswade)

Date/time and location: 8pm, Tuesday, 5th February 2008,
Sainsbury's Coffee Shop, Biggleswade

Present: Neil Spencer (St Peter's Church/Churches Together in Biggleswade) Cathrine Ward (Bedfordshire County Council Youth Service) Sharon Pattison (Sainsbury's) Abi Reynolds, John Robertson (Biggleswade Baptist Church) Jane Parker (St. Andrew's Church) Sheila Grayston (Biggleswade Town Councillor), Steve Luff (SWL Supplies Ltd).

1. Welcome and introductions
Neil Spencer welcomed everyone to the meeting.
2. Apologies for absence Pam Ekiert (Biggleswade Baptist Church), Alan Dansey (Biggleswade Scouts/Pentecostal Church/Churches Together in Biggleswade), Catriona McIntyre (Stratton Upper School),
3. Minutes of last meeting
The minutes of the meeting of Tuesday 12th December 2007 were agreed.
4. Matters arising from minutes not covered elsewhere on the agenda
None.
5. Proceeding towards the Five Goals
 - 5.1. Goal 1: local council to pass resolution supporting Fairtrade
 - 5.1.1. Meeting with Conservative Group on town council: Saturday 8th March
2pm-4pm, Chapter House, St. Andrew's Church
 - This has been confirmed. Neil reported that Barbara Crowther from Fairtrade Foundation is coming and will give a presentation. Jane Parker is arranging a projector.
 - Alistair Burt will be inviting named individuals rather than it being an open meeting. He has therefore requested the names and addresses of FAB members so that we can all be invited.
 - Alistair Burt will be inviting the Conservative councillors and Councillor Rook (independent councillor). Approximately 9 councillors will be invited. Including the steering group it will be about 15 people.
 - Neil reported that the meeting is being billed as a discussion chaired by Alistair Burt to talk about Fairtrade. Neil will mention to him that Barbara Crowther will be presenting.
 - Jane asked who would be arranging refreshments and Neil agreed to find out. Jane also suggested that the vicar should be invited to the meeting as a courtesy.

Actions: Neil to contact the Chronicle to alert them to the Town Council meeting.

Neil to find out the situation regarding refreshments.

Neil to supply names and addresses of the group (including the Vicar of St Andrew's) to Alistair Burt's office to be invited to the meeting on the 8th.

5.1.2 Town Council Meeting

- The Town Council meeting will be held on 25th March. Sheila Grayston suggested removing the mention of funding as part of the Fairtrade motion. She also requested that members of FAB attend. The meeting will start at 7pm at the Old Court House.

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

- Neil reported that Pam Ekiert had amended and put together some publicity materials. This included a letter for store managers and an A5 flyer to let people know what Fairtrade was all about. These were distributed at the meeting.
- A discussion was held regarding the numbers of leaflets required. A figure of 500 was considered appropriate. As the flyers can be printed two to a page, this would mean 250 A4 sheets.
- Pam had been going to find out about the printing options; however, Sharon volunteered to print 250 sheets for us. The flyer is for the market stall and the letter is to take around to shops. Neil also had materials from Fairtrade.
- Neil has produced a list of shops that sell food in Biggleswade. Other suggestions were made of other café's and food outlets, as well as pubs, florists and clothes shops that may stock Fairtrade cotton. Neil requested that people contact him with any omissions and suggestions.
- Sharon suggested sending out questionnaires as a start. Cathrine Ward suggested adding the name of shop to the questionnaire. The next step could be to visit. It was deemed appropriate when contacting larger stores to make an appointment to see the manager. We will need to decide who will be contacting which place.
- Regarding cafes, Neil contacted other Fairtrade groups to find out what they have done. Currently in Biggleswade we have the Costa Café at the swimming pool and Sainsbury's Café so we have hit our target but there is nowhere in the middle of Biggleswade. Beego's apparently offers it but at a premium.
- Cathrine has held a presentation at Stratton school to encourage volunteers to be part of the steering group and also to raise awareness among young people

Actions: Neil will add shops and cafes to list.

All to contact him with any additions

Neil to add the name of the shop to Pam's letter

Sharon to print the leaflets

Neil to email Sharon with the flyer on both sides of landscape A4

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

- Cathrine mentioned that most schools stock Fairtrade products such as tea.
- Sharon mentioned that shortly, Sainsbury's will be stocking only Fairtrade sugar and this will potentially increase the numbers of organisations who use Fairtrade products in their workplace.

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

- Neil will contact the Chronicle to let them know about the market stall and meeting
- Sharon said that Sainsbury's have asked for more information on the logo competition and the prize we are requesting. After discussion, we decided to aim the competition at upper school children, with a suitable prize such as an art kit. Sharon will feed this back to Sainsbury's. Cathrine agreed to publicise this at school assembly. We can also contact the Chronicle to let them know.
- Neil has not yet contacted 3 counties radio due to the Christmas break.

- Neil reported that the Aragon housing article went ahead. Thanks to Dawn Mimmagh who is their publicity adviser. Sheila noted that this will have reached a large audience
- Steve Luff mentioned that there is a Bedfordshire food magazine coming out. He has written something about Fairtrade and chocolate.

***Actions: Neil to contact the Chronicle regarding the market stall, meeting and the competition.
Sharon to contact Sainsbury's for a prize.
Cathrine to mention this at school assembly.***

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

6. Web site

- Alan Dansey has updated it since the last meeting. If anyone has any suggestions, please let Neil know

7. Fairtrade Fortnight: 25th February – 9th March 2008

7.1. Market stall in Biggleswade: 1st March

- As discussed the flyer will be handed out at the Market.
- Jane reported that she is trying to get gift items on a sale or return basis and is limited on foodstuffs due to sell by dates. Steve suggested that they liaise.
- Sharon mentioned that they have free samples of teabags.
- Jane is collating a list of people to cover the stall and will produce a timetable.
- Cathrine offered to arrange t-shirts and to copy the stickers.
- Neil has posters which can be used.
- Stevenage is showing a film as part of Fairtrade fortnight, we could mention this to the Chronicle.
- It was suggested that we make sure that the market is included in church bulletins.

***Actions: Jane to produce timetable of those covering the stall.
Cathrine to arrange t-shirts and stickers.
Sharon to provide teabag samples.
Neil to contact the Chronicle regarding the Fairtrade film at Stevenage.***

8. Any other business

- Barbara Crowther has asked for details on what the issues are with the Council. Sheila will liaise with Neil to give him information

9. Date and location of next meeting

15th April 8pm at Sainsbury's coffee shop