

Minutes from Meeting of FAB (Fairtrade Association Biggleswade)

Date/time and location: 8pm, Tuesday, 3rd June 2008, Sainsbury's Coffee Shop, Biggleswade

Present: Alan Dansey (Pentecostal Church/Churches Together in Biggleswade), Pam Ekiert (Biggleswade Baptist Church), Sheila Grayston (Biggleswade Town Councillor), Jane Parker (St. Andrew's Church), Sharon Pattison (Sainsbury's), John Robertson (Biggleswade Baptist Church), Neil Spencer (St Peter's Church/Churches Together in Biggleswade), Cathrine Ward (Bedfordshire County Council Youth Service).

1. Welcome and introductions

Neil Spencer welcomed everyone to the meeting.

2. Apologies for absence

Abi Reynolds, Steve Luff.

3. Minutes of last meeting

The minutes of the meeting of Tuesday 15th April 2008 were agreed.

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

*Item 5.3.1 of the minutes of Tuesday 15th April 2008 were clarified. The action for Alan Dansey regarding FAB's website was intended to mean that companies/organisations would be able to record the fact that they use Fairtrade refreshments **internally, within their organisation** for their personnel.*

5. Proceeding towards the Five Goals

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

5.1.1. Contacting other Fairtrade groups

- *Neil Spencer reported that he had written to the Hitchin Fairtrade group but had not yet heard back from them.*

Action: Neil Spencer to contact other Fairtrade groups.

5.1.2. Window stickers

- *Neil Spencer reported that he had investigated the cost of obtaining window stickers and what other Fairtrade groups had done in this regard through the Yahoo Fairtrade Towns group. Some other towns had reported that they had, individually, got stickers created, but this was some time ago. Sharon Pattison said that Sainsbury's had Fairtrade stickers that could be used. A discussion of the possibility of FAB eventually needing a bank account took place. It was decided to avoid this for as long as possible, but it was recognised that if in the future FAB was to try and take advantage of community grants offered by organisations such as Sainsbury's and ASDA, a bank account would probably be required.*

Action: Sharon Pattison to obtain Fairtrade window stickers from Sainsbury's.

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

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

5.3.1. Planning the audit of shops/cafés

- *Pam Ekiert reported that she had sent out a number of letters to shops in Biggleswade with stamped addressed envelopes for replies, but that it was too soon to gauge the likely rate of response. Letters to cafés would be sent once the letter text was amended appropriately.*

Action: Pam Ekiert.

5.3.2. Organisations registering via website

- *A discussion took place about how to best alert companies/organisations to the fact that they could register that their personnel had access to Fairtrade refreshments via the website. The possibility of e-mailing all members of the Biggleswade Chamber of Trade was discussed. Sheila Grayston reported that the Chamber of Trade had discussed Fairtrade at a recent meeting and decided that each member would do as they saw fit. It was decided that Alan Dansey's e-mail list of businesses would be used to alert companies to the website's forthcoming ability to record the use of Fairtrade refreshments, and also to publicise it via the Biggleswade Chronicle and forthcoming appearances on BigglesFM.*

Action: Neil Spencer to mention on BigglesFM and to ask Chronicle to publicise website.

Action: Alan Dansey to e-mail businesses in Biggleswade.

5.3.3. Window stickers (see 5.1.2)

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

5.4.1. St. Andrews' Fete

- *FAB will have a stall at the "Our Biggleswade" Country Fayre to be held at St. Andrew's church on Saturday 20th September. Cathrine Ward offered to prepare the stall. Ideas included Fairtrade posters, logo competition designs, some of Jane Parker's Traidcraft stock. The stall would have to be erected on Friday 19th September.*

Action: Neil Spencer to give Fairtrade posters to Cathrine Ward.

Action: Sharon Pattison to see what Sainsbury's might be able to provide.

Action: Jane Parker to book a stall for FAB.

5.4.2. BigglesFM

- *Neil Spencer reported that FAB had been invited to appear on two BigglesFM slots during their next broadcasting period, at 7pm on Monday 23rd June and 3pm on Friday 27th June. Neil said he was happy to go along himself, but would welcome others as well. Alan Dansey said he would be willing to go along.*

Action: Alan Dansey and Neil Spencer to liaise over issue.

5.4.3. Library display

- *It was suggested that a library display could use some of the materials that are to be prepared for FAB's stall at St. Andrew's "Our Biggleswade" Country Fayre. It was also suggested that it would be good if a library display could be timed for Fairtrade Fortnight. Cathrine Ward offered to find out who in Bedfordshire County Council it would be best to approach about this.*

Action: Cathrine Ward to find out who in Bedfordshire County Council would be best to approach about a library display.

5.4.4. BBC Three Counties Radio

- *Neil Spencer reported that he had contacted the Roberto Peroni show via the BBC Three Counties website but had heard nothing in reply. It was suggested that ringing their action desk might have more success. It was also suggested that Fairtrade Towns might be a good subject for debate on the Jonathan Vernon-Smith show.*

Action: Neil Spencer to phone BBC Three Counties Radio.

- *It was suggested that use might be made of the BBC Three Counties Video Diary. Sharon Pattison reported that she had a member of staff who knew about making videos and might be willing to help.*

***Action: Neil Spencer to find out more about making a BBC Three Counties
Radio video diary.***

5.4.5. Logo competition

- *It was agreed that a £50 Sainsbury's voucher would be an appropriate prize for the logo competition.*

Action: Sharon Pattison to contact Biggleswade Chronicle about progressing this.

5.4.6. Fairtrade DVD for Ivel Flix

- *Neil Spencer reported that the Fairtrade Foundation had told him a DVD of short Fairtrade films was in preparation for release in the near future. The possibility of using the DVD at St. Andrew's Fayre was discussed.*

Action: Neil Spencer to obtain copy of DVD.

- *Another possible publicity avenue discussed was a news release from Beds County Council Youth Service.*

Action: Cathrine Ward to investigate possibility.

- *Another possible publicity avenue was Local News TV.*

Action: Cathrine Ward to pass details of Local News TV to Sharon Pattison.

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

- *Continued operation of group noted.*

6. Web site: www.fabweb.org.uk

- *See item 4.*

6.1.1. Photos of market stall – thanks to Biggleswade Chronicle

- *Thanks to the Biggleswade Chronicle were recorded.*

7. Fairtrade Fortnight: 23rd February – 8th March 2009

7.1. Fairtrade trail idea

- *It was agreed to discuss this further at a future meeting. An idea was discussed of having Geobars displayed in shop windows and people going around the town discovering them.*

8. Any other business

- *The recent transfer of ownership of Café Mocha was discussed. Their decision to offer Fairtrade products was welcomed.*

9. Date and location of next meeting(s)

- *Tuesday 15th July, 8pm, Sainsbury's Coffee Shop.*