

<p style="text-align: center;">Renfrewshire Fair Trade Steering Group 24 October 2018 Corporate Meeting Room 2</p>	<p style="text-align: center;">Action</p>
<p>Present: Cllr. Iain Nicolson (chair), Colin Grainger (Renfrewshire Council), Ross Crawford (Renfrewshire Council, minutes), Lorna Mullan (Renfrewshire Council), Colum Scriven (Rainbow Turtle), Eve Broadis (Fair Trade Scotland), Phil Broadis (Fair Trade Scotland), Lesley Scott (Lochwinnoch Fair Trade), Dave Mellor (Lochwinnoch Fair Trade), Liz Cotton (Bridge of Weir/Houston Fair Trade), Cllr. Jim Sharkey, Cllr. Bill Brown, and Cllr. Tom Begg</p> <p>Apologies: Mary Jane Bird (West College Scotland), Dr. Morag Thow (Lochwinnoch Community Council), Molly McGavigan (Bridge of Weir and Houston Fair Trade), Mary Alice Mansell (Lochwinnoch Fair Trade), Jenny Bhatia (Lochwinnoch International Aid)</p>	
<p>1. Opening Remarks/Welcome</p> <p>Cllr. Nicolson welcomed the group, asked each attendee to introduce themselves, and thanked them for their attendance.</p>	
<p>2. Apologies</p> <p>Ross Crawford read out the apologies for the evening.</p>	
<p>3. Previous Note and matters arising</p> <p>The previous note from 29 August, 2018 was agreed.</p>	
<p>4. Fair Trade – How can marketing help?</p> <p>Cllr. Nicolson introduced Lorna Mullan from Renfrewshire Council’s marketing team. Lorna had been invited along to the meeting to provide a presentation on how marketing could support the Steering Group and Fair Trade in general. Cllr. Nicolson highlighted that there was potential for the group to utilise the marketing team.</p> <p>Lorna’s presentation covered examples of how Fair Trade had been promoted across a number of events and organisations. The first example was The Open golf tournament, at St Andrews. This was a partnership between the R&A (organisers of The Open) and The St Andrews Fair Trade Group. This partnership complimented The Open’s broader commitment to sustainability. All tea, coffee, bananas and sugar sticks supplied at the event were Fair Trade products, with the event reaching an attendance of over 200,000.</p>	

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<p>The presentation also covered the Fairtrade Nursery Scheme which was an initiative focused on education and achieving increased participation from children and families. Northlink Ferries was also highlighted and demonstrated how marketing and social media can help increase understanding and awareness of Fair Trade through supporting customer engagement.</p> <p>Lorna invited feedback on what opportunities the group can see for Renfrewshire in terms of marketing. The meeting then discussed the group's presence on the internet. Reference was made to the current Council Fair Trade homepage and how social media could supplement and enhance the overall content and presence.</p> <p>Eve highlighted the importance of distinguishing between "Fair Trade" and "Fairtrade" in any marketing and comms.</p> <p>Action: Eve Broadis to provide further clarification on FT terminology</p> <p>The importance of the recently launched International Fair Trade Charter was highlighted and it was agreed that the Charter should be circulated to all group members.</p> <p>Action: International Fair Trade Charter to be circulated. The charter was circulated on 25 October. The group are asked to make sure they have read the Charter in advance of the next meeting in January.</p> <p>Cllr. Nicolson summarised how the marketing team could be used to the benefit of the group, and referenced local events such as The Spree, Winter Festivals etc as an opportunity to promote Fair Trade locally.</p> <p>Action: Lorna to provide a list of key events for circulation</p> <p>The discussion returned to how the Fair Trade Steering Group could utilise Social Media to allow networking and sharing. Colum Scriven suggested that the Council's Fair Trade Steering Group web page could be used as a 'signposting' page to Fair Trade Groups, with the use of social media being considered to provide a more 'dynamic' approach to Fair Trade activity.</p> <p>Action: Group to send Colin signposting links to be placed on Fair Trade Steering Group web page</p> <p>It was agreed that Lorna's presentation, Bridget Lambert's Procurement presentation and the Charter be circulated following the meeting.</p>	<p style="text-align: center;">EB</p> <p style="text-align: center;">CG/RC</p> <p style="text-align: center;">LM</p> <p style="text-align: center;">All Group Members</p>

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<p>Action: Presentations and Charter to be circulated. The presentations were circulated on 25 October.</p>	<p style="text-align: center;">CG/RC</p>
<p>5. Update on the inclusion of Fair Trade Guidance in Council application forms</p> <p>Cllr. Nicolson provided a short update on the inclusion of Fair Trade guidance on council grant application forms. Cllr. Nicolson noted that highlighting Fair Trade in the application forms for the new Local Partnerships etc. would be encouraged when groups apply for funding. Cllr. Nicolson noted that this would be beneficial to the Steering Group and the wider Renfrewshire Fair Trade campaign.</p>	
<p>6. Discussion – Traidcraft</p> <p>Colum Scriven spoke about the possibility of Traidcraft ceasing to trade at the end of the current calendar year. Colum spoke about the potential impact this may have on local Fair Trade business and how it would affect Rainbow Turtle in particular. He noted that approximately 60% of Rainbow Turtle’s stock comes directly from Traidcraft.</p> <p>Colum invited the group to discuss whether the wider group can “work together” to share suppliers and suggested a meeting to discuss the potential closure.</p> <p>Liz Cotton noted that the group should encourage and support further business with Traidcraft until the end of the year. It was noted that this could be a determining factor as to whether a new Traidcraft organisation emerges in the New Year. Eve intimated her willingness to be involved in any discussions. Dave Mellor highlighted the potential role business angels could play and referenced an M&S presentation he attended while at a Fairtrade conference a few years back. The group also highlighted potential links to marketing.</p> <p>Action: Colum to co ordinate meeting to discuss Traidcraft situation.</p> <p>Cllr. Nicolson offered Renfrewshire House as the host location of the meeting if another suitable venue cannot be found.</p>	<p style="text-align: center;">CS</p>

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<p>7. Fairtrade Fortnight Update</p> <p>At the previous meeting of the Steering Group, Dave Mellor was nominated to coordinate next year's Fairtrade Fortnight events. Unfortunately, Dave informed the group that his outside commitments meant that he could not take on this role.</p> <p>Dave highlighted, what he perceived, as a low level of activity within the wider local Fairtrade groups and indicated that for next year's Fairtrade Fortnight there should be a strong focus on regenerating the local group network across Renfrewshire. He also noted that he had written to local groups regarding this and was awaiting responses.</p> <p>Cllr. Nicolson made reference to the activity pro forma, which was sent out to allow for forward planning of these types of events. The group were encouraged to engage with this process.</p> <p>Cllr. Brown agreed that the numbers of people involved with Fair Trade were low and suggested that it would be difficult to run many activities over the short term.</p> <p>Cllr. Nicolson highlighted an email that had been sent to all Community Councils inviting them to get involved with Renfrewshire's Fairtrade campaign. Updates will be brought to the group as and when available.</p> <p>It was agreed that Fairtrade Fortnight be a standing item on the agenda.</p>	
<p>8. Fair Trade Activity Pro Forma Update</p> <p>Colin Grainger highlighted that the Activity Pro Forma had been circulated to the group. He also encouraged the group to engage with this process to ensure better forward planning of upcoming events. He further emphasised to the group that events and activities could be supported financially via the monies allocated to the Steering Group.</p>	
<p>9. Fairtrade Status</p> <p>A discussion took place on the current Fairtrade status of Renfrewshire's towns and villages.</p> <p>The group then discussed the criteria involved in achieving Fairtrade town or</p>	

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<p>village status. Eve highlighted the links with the International Fair Trade charter and how it aligned with the criteria outlined in the Fairtrade Foundation status application.</p> <p>Cllr. Nicolson suggested that the group read the International Fair Trade Charter following its distribution and come to a view on its merits and whether it should be adopted by the Steering Group.</p> <p>Cllr. Sharkey indicated his intention to put forward a motion to the next Council meeting to propose adopting the International Fair Trade Charter. Cllr. Nicolson noted that his preference was to gauge the overall view of the Steering Group on this matter before the motion was tabled at full Council.</p>	<p style="text-align: center;">CG/RC</p>
<p>10. (a) Renfrew Activity</p> <p>Cllr. Brown discussed the recent work he has undertaken to ‘reboot’ Fair Trade in the Renfrew area. He noted that he had received a positive response from schools and churches. He also highlighted that Fair Trade activity had been continuing within the Renfrew area, particularly at Kirklandneuk, Newmains and St James (Renfrew) Primary Schools.</p> <p>Cllr. Brown confirmed that a meeting of the local Renfrew group is scheduled to take place on 7 November, between 4 – 6pm at Renfrew High School. An agenda is close to being confirmed for the meeting and will include criteria for achieving and applying for Fairtrade status.</p> <p>Cllr. Brown noted that he will report back to the next meeting of this Group with an update on the Renfrew Group.</p> <p>Cllr. Nicolson echoed the wider sentiments of group members when he thanked Cllr. Brown for the sterling work he had undertaken to ‘reboot’ the Renfrew Group.</p>	
<p>10. (b) Procurement Meeting & Dye Vat Update</p> <p>Eve Broadis provided an update to a recent follow up meeting she had with Renfrewshire Council and Scotland Excel on procurement and Fair Trade. It was noted that the meeting had been positive and constructive for all parties.</p> <p>Eve noted that developments on the shipping of a Thread Museum ‘dye vat’ were ongoing and that final arrangements were being made for shipping but that negotiations with the Cambodian authorities were protracted.</p>	

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<p>11. Any Other Competent Business & Possible Future Agenda Items It was agreed that Martin Rhodes (Scottish Fair Trade Forum) will be the guest speaker at the next Fair Trade Steering Group to discuss the International Charter of Fair Trade.</p> <p>There was further discussion on the pro forma and transparency on spend. It was noted that the only spend thus far related bananas at the Paisley10k, frames for the School Award certificates, and a commitment for the shipping of the dye vat to Cambodia.</p>	
<p>12. Date of next meeting The next meeting will be held at 6pm on 16 January 2019 (Corporate Meeting Room 2).</p>	
<p>13. Closing Remarks Cllr. Nicolson thanked everyone again for their attendance.</p>	