

**RENFREWSHIRE FAIRTRADE STEERING GROUP
THURSDAY 19 NOVEMBER 2009
MINUTES OF MEETING**

Present:

Cllr Brian Lawson (chair)	Alison Clark, MEPC
Pauline Moss, RC Chief Exec's (minutes)	Celia Mackie, Paisley Diocese
Pauline Allan, RC Chief Exec's	Duncan Macintosh, Unison
Joanne MacDonald, RC Chief Exec's	Mary Keane, Spateston Nursery
Jackie Milligan, RC Chief Exec's	Maureen Hill, Piazza Shopping Centre
Ron Morrison, RC Chief Exec's	Maureen Brough, PFTP
Cllr Eileen McCartin	Cllr George Adam
Liz Cotton, Rainbow Turtle	Maureen Pollock, Paisley South LAC
Aileen McMillan, RC Finance	Charlie Dolan, Trinity High School
Marianne McGuire, RC Education	Erin O'Neill, Trinity High School
David Elder, RC Environmental Services	Hayley Shearer, Trinity High School
Bob Turner, LIA	Soraya Cardoso, Trinity High School
Jenna Johnstone, Erskine	

Apologies:

Amin Mohammed, RC Housing	Cllr Iain Langlands
Doreen Polson, Paisley South LAC	Cllr Marie McGurk
Marie Davidson, RC Planning	Paul Mullan, Scottish Parliament
Alison Duff, RC Finance	John Littler, Bishopton Steering Group
Alan MacPherson, Rainbow Turtle	Sandra Crichton, Johnstone
Cllr Iain McMillan	Jim McCrystal, RC Education
Cllr Audrey Doig	Colin Cunningham, RC Social Work
Richard Gibson, RC Planning	Janet Menzies, RC Social Work
David Martin, RC Chief Exec	Susan Duncan, UWS
Irene Garrett, UWS	Jack Nellaney, Trinity High School
Cllr Derek Mackay	Sandra Stuart, RCHI
Cllr Davy Arthur	Derek Betts, RC Finance

2. Matters Arising

Following the last meeting 2,000 extra copies of the Fairtrade Guides have been printed and more than half distributed already, with mini 'Divine' chocolates attached. Rainbow Turtle's batik wall hangings were displayed in the Atrium and the Customer Service Centre in Renfrewshire House for two weeks (One World Week and the following week). Feedback was very positive and the Council would be happy to display them again at a future date.

3. Publicity, Marketing and Events

a. Press and Marketing

Joanne gave an update on her recent press releases which have continued to receive good coverage across the local papers. In addition, articles have been submitted to the RCVS newsletters and also to the Chamber of Commerce magazine. Future press releases planned include Houston Primary School and Festive Fairtrade. Joanne also discussed press coverage during Fairtrade Fortnight (FT14) and it was agreed as with FT14 2009 press releases would be coordinated by her. **Action – All - please contact Joanne with details of local plans for**

celebrating FT14 as soon as you know them, this will also be discussed at the next meeting.

Jackie has been working on updating the Council's Fairtrade pages and also giving a strong focus on Fairtrade in the newly launched intranet pages (for Council employees), which features Fairtrade as a permanent story on the homepage. A new pop-up banner has also been designed by the graphics team, which is available for any groups to borrow.

b. Events

Since last meeting volunteers have been involved in a number of events ensuring a Fairtrade presence – Paisley 10K, Taste of Africa event and Paisley lights switch on. Maureen, Aileen and Jackie all noted that the Taste of Africa event was excellent, that it was great to support Black History Month in Renfrewshire and that next year to aim for early publicity and to target specific groups in the area to ensure a good local turnout. Thanks were recorded to all volunteers who have been given up their time to help over the last few months.

c. Fairtrade Fortnight 2010

Following discussions at the previous meeting and from the brainstorming session in May, it has been agreed to hold a 'Community Coffee Morning' for FT14 2010. Generally agreed Saturday morning was best time, try to avoid Saturday 27th of February as that is the 'Fairtrade Experience' in Glasgow. Agreed to hold in Paisley Town Hall if available. Agreed that a wide range of organisations, groups and people should be invited, all suggestions to Pauline M please. It was also suggested that marketing on the local buses might be a good way to promote it.

Action – Pauline M to contact Paisley Town Hall to check available dates and make initial arrangements for this event

Duncan mentioned how to lobby the supermarkets this year. Last year we wrote to all the supermarkets and larger local stores in Renfrewshire but had a very poor response. A discussion took place about which was the best approach – to contact head offices or to visit local stores. Agreed a two-pronged approach would be attempted. Duncan would write to the Fairtrade Foundation asking for support to approach the main supermarkets at a national level. And on a local basis, personal visits would be arranged with members of the steering group speaking to their local store manager. Cllr McCartin agreed to speak to the manager of ASDA. Cllr Adam suggested utilising the local media to encourage healthy competition between the stores. Pauline M will email a list of local stores and look for a representative to approach each one.

Duncan also mentioned the closure of the Co-op in Wellmeadow Street and the Somerfield in the Piazza becoming a Co-op – perhaps there is an opportunity there to link in and promote Fairtrade, perhaps also linked to the Farmers Market?

Jenna also noted that Sainsbury's had been very helpful in local campaigning and donating prizes etc.

Action – Duncan to write to Fairtrade Foundation about lobbying supermarkets at a national level

Pauline M to draw up list of supermarkets for circulation

4. Procurement update

Cllr Lawson provided an update on recent developments with procurement in Renfrewshire Council. He had noted that the use of only Fairtrade tea and coffee for civic catering had not been as consistent recently. Cllr Lawson met with Julie Welsh, the new Head of Strategic Procurement, to discuss how best to support Fairtrade

within the existing legislation. All procurement officers in the Council have received an email re-stating the Council's commitment to Fairtrade and reminding them that Fairtrade should be the standard option when ordering catering. This information is also on the intranet homepage. In addition, as chair of Scotland Excel, Cllr Lawson will also be raising supporting Fairtrade with this group. Cllr Adam also raised the issue of supporting Fairtrade at a recent meeting of the board of Strathclyde Fire and Rescue, when their Corporate Social Responsibility Policy was discussed, he will update on progress at a future meeting.

5. Schools update

Marianne was delighted to inform the group that Houston Primary School and Nursery Class have become Renfrewshire's first Fairtrade primary. This is a fantastic achievement and comes at a brilliant time as a campaign to make Houston a Fairtrade village is being established.

Marianne and Pauline M met with teachers from Renfrewshire's secondary schools to share best practice and discuss ways of promoting Fairtrade at a local level within the community.

Since the last meeting all the head teachers in Renfrewshire were addressed at their monthly meeting, and given an update on the progress of Renfrewshire's campaign. Visits have also been carried out to Todholm and St Fillan's primary school and we have been approached by West Primary and Park Mains High.

Mary Keane gave an update on Fairtrade activity in Spateston Nursery who have just been awarded their second green flag in the Eco schools award. They use only Fairtrade tea and coffee in the nursery and promote Fairtrade to the children and parents/carers.

The pupils from Trinity High School updated the group on their recent activities including supporting the Erskine campaign, attending the steering group and assisting in the launch. THS will be visiting associated primary schools during FT14 and giving presentations on Fairtrade, they will also do this with their peers within THS. They are also planning a Fairtrade coffee morning for staff. In addition, they are developing a Fairtrade site on the GLO network allowing pupils to use a message board for 'live chat' where different schools can share ideas.

Marianne noted that from the audit of schools' Fairtrade activity she carried out, that almost all schools in Renfrewshire have been involved in supporting Fairtrade in some way, which is very encouraging.

6. Future Planning

a. Action Plan - group agreed that the priorities outlined in the report from the May meeting were the actions to work towards, with a focus on a summer event. Jackie volunteered to help in the planning of the event. Jenna offered research support. More volunteers will be needed to plan and organise this event – please come forward at the next meeting. Cllr Lawson suggested it might be worth seeing what other events are planned during the summer and seeing if we could link in with them.

b. Embedding Fairtrade throughout supporter organisations – Maureen felt this had progressed since she first raised it, with more organisations linking together on events etc and ensuring a Fairtrade presence. The Council are considering running a 'Fairtrade teams' competition for FT14 to encourage employees to further support Fairtrade within their own teams or sections.

7. Local updates

a. Bishopton – John provided a written update in his absence. Fairtrade road signs have been a big success and remind all visitors and residents about Bishopton supporting Fairtrade. Bishopton held a very successful One World Week Fairtrade Coffee morning.

b. Lochwinnoch – Bob updated on Lochwinnoch's recent progress – they are also delighted with the road signs and had some good press coverage on them. Lochwinnoch have just submitted their renewal form, Bob noted that it was a lengthy and time consuming process and would feed this back to the Fairtrade Foundation. Lochwinnoch are planning to have Fairtrade stalls at the Farmers Market and the RSPB centre before Christmas. Bob expressed concerns that his local Spar have reduced their Fairtrade product line.

c. Rainbow Turtle – Liz explained that the sale or return stalls had been very popular recently. Liz asked David if the Council would be using the Fairtrade rice during FT14 2010, David agreed to look into and report back. In the run up to Christmas Rainbow Turtle will be open on a Monday from 10am until 4pm.

d. Paisley – Maureen explained that the membership for PFTP has reduced and the core group also attend the Renfrewshire Fairtrade Steering Group. She will be in touch with the Fairtrade Foundation about how to move forward.

e. Development Work – Jenna reported that the **Erskine** launch went very well and she has been busy meeting with different groups and organisations across Erskine. The Nazarene Church in Erskine are working towards becoming a Fairtrade church. Jenna is planning a Fairtrade Karaoke Disco Band Night for FT14 and a competition to design an Erskine Fairtrade Campaign logo.

Work is underway in **Houston** and **Bridge of Weir** to develop village campaigns, being led by Kate Cotton of Gryffe High School.

Pauline M attended **Renfrew** Community Council's meeting to try and establish a local campaign there, two Community Councillors are working to take this forward.

Pauline M also attended the Community Planning Executive Group to present a paper on supporting Fairtrade across the Council's partners such as the Police, Fire Service, Health Service etc, which was well received. Invites have been extended to Community Planning Partners to attend the steering group.

6. AOCB

Festive Fairtrade – Joanne will put out a press release reminding people to consider choosing Fairtrade when doing their Christmas shopping.

Local authorities conference – the Scottish Fairtrade Forum are holding the first ever local authorities Fairtrade conference on the 11th of June 2010 and Renfrewshire Council has offered support for this.

7. Date of next meeting is **Thurs 21st January 2010 at 11am in Corporate Room 2, Renfrewshire House.**

- Future dates for meetings - **Tuesday 16th Feb 2010 at 2pm** and **Thursday 29th April at 1.30pm** both also in **Corporate Room 2, Renfrewshire House.**