

<p style="text-align: center;"><b>Renfrewshire Fair Trade Steering Group</b> <b>16 January 2019</b> <b>Corporate Meeting Room 2</b></p>	<p style="text-align: center;"><b>Action</b></p>
<p><b>Present:</b> Cllr. Nicolson (chair), Colin Grainger (Renfrewshire Council), Ross Crawford (Renfrewshire Council, minutes), Eve Broadis (Fair Trade Scotland), Mary Alice Mansell (Lochwinnoch Fair Trade), Lesley Scott (Lochwinnoch Fair Trade), Lynsay Bellshaw (Rainbow Turtle), Molly McGavigan (Bridge of Weir and Houston), Martin Hamilton (Just Trading Scotland), Colum Scriven (Rainbow Turtle), Cllr. Jim Sharkey, Cllr. Bill Brown, Cllr. James MacLaren, Cllr. Tom Begg, Lesley Richard (Scotland Excel), Moira Stark (Gryffe High), Heather Rowan (Gryffe High), Martin Rhodes (Scottish Fair Trade Forum)</p> <p><b>Apologies:</b> Morag Thow (Lochwinnoch FT), Dave Mellor (Lochwinnoch FT), Susan Hammil (Mary Russell School)</p>	
<p><b>1. Opening Remarks/Welcome</b></p> <p>Cllr. Nicolson welcomed everyone along to the group and commented on an excellent attendance. Cllr. Nicolson asked each member of the group to introduce themselves.</p>	
<p><b>2. Apologies</b></p> <p>Ross Crawford read out the apologies for the evening.</p>	
<p><b>3. Previous Note and matters arising</b></p> <p>The previous note from 24 October 2018, was agreed.</p>	
<p><b>4. The International Fair Trade Charter (Martin Rhodes)</b></p> <p>Cllr. Nicolson introduced Martin Rhodes (Scottish Fair Trade Forum), who provided the group with a presentation on the International Fair Trade Charter.</p> <p>Martin provided the background and context for the International Charter highlighting that the World Fair Trade Organisation (WFTO) and Fairtrade Foundation (FF) had initiated the process of drafting the Charter.</p> <p>Both organisations have come together to produce the Charter, which aims to share a common vision between both organisations and seeks to work towards the fundamental goals of the Fair Trade movement. Martin stressed that the Charter serves to be used as <i>the</i> single reference point for Fair Trade.</p> <p>As a single reference point the Charter provides greater support for individuals and organisations to recognise the values and priorities of fair trade. Martin</p>	

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<p>then showed a video from World Fair Trade Organisation’s website which explained what the charter is and what it seeks to accomplish. The video can be found at the following link:</p> <p><a href="https://wfto.com/fair-trade/charter-fair-trade-principles">https://wfto.com/fair-trade/charter-fair-trade-principles</a></p> <p>Martin summarised the presentation, explaining that the Charter accepts differences between organisations like FF and WFTO but gives an overall focus on their shared values. If an organisation signs up to the Charter it is not only ‘recognising’ the charter but supporting and strengthening its general principles.</p> <p>Martin then sought questions from the group.</p> <p>Martin Hamilton (Just Trading Scotland) asked whether the charter benefits the Fairtrade Foundation more than WFTO. Martin Rhodes replied that both organisations wanted to adopt the charter, highlighting that the main benefactors would be producers and farmers.</p> <p>A question was raised as to whether Rainbow Turtle would be able to qualify as members of WFTO. Martin explained that one of the requirements for becoming a member would mean that least 6% of products would have to carry the WFTO mark. Colum Scriven (Rainbow Turtle) said that this would not currently be possible as their stock carries various Fair Trade marks.</p> <p>Cllr. Begg asked whether products carrying the mark provided full traceability back to the producer and clarity on where funds are going in the supply chain. Martin said that the WFTO assured full traceability throughout the chain. The Fairtrade Foundation ‘offer’ is primarily focussed on the product. The ‘Mark’ being a registered certification label for products sourced from producers in developing countries. The Mark is used only on products certified in accordance with Fairtrade Standards and on promotional materials to encourage people to buy Fairtrade products.</p> <p>Colum (Steering Group) asked what, as an organisation, Rainbow Turtle would be signing up to should they sign up to the charter and what it would tie them to. Martin said that the charter would act as a reference point for Fair Trade values and that recognising the charter would strengthen the document.</p> <p>Cllr. Nicolson noted that the Council would be looking to find out if there were any costs to be incurred by signing-up to the Charter. Martin said that there was no cost involved. The issue of whether the Council would be “signing up” or “adopting” the Charter was also discussed with Martin indicating</p>	

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<p>organisations would be 'recognising' the principles of the Charter.</p> <p>Lesley Richard (Scotland Excel) provided an overview of the current approach of the procurement community. Lesley said that she could send a communication to all 32 local authorities to advise others of the charter. Martin welcomed this offer.</p> <p><b>Action:</b> Martin indicated that his organisation would produce a briefing note that organisations could use when discussing the Charter and asked if the members of the group would be willing to review a draft of the briefing document.</p> <p><b>Action:</b> Colin Grainger to circulate Martin's presentation and link to the video.</p>	<p style="text-align: center;">Martin Rhodes</p> <p style="text-align: center;">CG</p>
<p><b>5. Fair Trade Status</b></p> <p>Colum Scriven started the discussion by suggesting a Renfrewshire Zone Fair Trade sub group of approximately 3 or 4 people be established. He suggested that the sub group would meet and report back to the main Steering Group on its actions and progress in achieving Zone status for Renfrewshire. Cllr. Nicolson indicated his willingness to be part of the sub group and asked for other expressions.</p> <p>Eve Broadis (Fair Trade Scotland) noted that becoming a Fairtrade Town was tying into Fairtrade Foundation, when the group could potentially look to incorporating both the Foundation and the World Fair Trade Organisation. It was suggested that the new subgroup could use resources from both groups in moving forward.</p> <p>Eve Broadis offered to join the subgroup as did Cllr. Brown and Lynsay Bellshaw.</p> <p><b>Action:</b> Colin Grainger will be the contact between the groups.</p>	<p style="text-align: center;">CG</p>
<p><b>6. Fairtrade Fortnight</b></p> <p>Fairtrade Fortnight 2019 runs from 25 February to 10 March. Members were invited to share their plans with the wider group.</p> <p>Lynsay Bellshaw (Rainbow Turtle) said that Rainbow Turtle were hoping to organise another school event similar to last year. She indicated that they had been having issues with booking a hall for the event and were looking to use Methodist Central Hall (Gauze Street), where previous events have been held.</p>	

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<p>However, the hall was already booked on their preferred date. Other venues were being explored.</p> <p>Colin Grainger noted that the Steering Group's funding allocation is available to support this type of event.</p> <p><b>Action:</b> Colin to meet Colum to discuss potential hall hire</p> <p>Moira Stark (Gryffe/Kilbarchan) informed the group that they had carried out a local survey over Fairtrade Fortnight. Moira added that she is also looking to hold a Bake Off event and sought volunteers to judge the contest. It was also noted that some events could be used to mark International Women's Day, which is the second Friday during Fairtrade Fortnight. The focus of Fairtrade Fortnight this year is cocoa – with a particular focus on the women who work in the sector.</p> <p><b>Action:</b> Group to send dates of events during Fairtrade Fortnight to the Fair Trade mailbox and any associated requests for funding</p> <p><a href="mailto:fairtrade@renfrewshire.gov.uk">fairtrade@renfrewshire.gov.uk</a></p>	<p style="text-align: center;">CG/CS</p> <p style="text-align: center;">Group</p>
<p><b>7. Funding applications</b></p> <p>Colin Grainger informed the Group that there have been requests for funding from Arkleston Primary and Kirklandneuk Primary.</p> <p>Arkleston are looking to buy bio degradable cutlery, and would like to run a Fair Trade shop once a month, selling items like pencils and chocolate.</p> <p>Kirklandneuk are looking for the group to provide support in purchasing products from Rainbow Turtle, a guest speaker and help with publicity in making the local community aware of the events during Fairtrade Fortnight.</p> <p>Colin Grainger noted that he would be happy to involve the Council's Communications team for any events to raise awareness of fair trade activity.</p> <p><b>Action:</b> Rainbow Turtle to draft price list for schools</p> <p>Mary Alice Mansell (Lochwinnoch) indicated that their group was looking to have a Fair Trade wine, chocolate and coffee afternoon. The date for the event is yet to be confirmed, but Mary Alice is looking to hold the event in March.</p>	<p style="text-align: center;">LB/CS</p>

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<p><b>Action:</b> Colin to send Lochwinnoch group a copy of the activity pro forma to request funds.</p>	<p align="center">CG/RC</p>
<p><b>8. Any Other Competent Business</b></p> <p>Eve Broadis provided an update on the current situation regarding the Dye Vat being shipped to Cambodia. The Dye Vat looks like it is likely to arrive in Cambodia in May, with final arrangements being confirmed in the UK and Cambodia.</p> <p>Cllr. Brown summarised the recent activity in the Renfrew area &amp; noted that all of the local schools, community groups and faith groups have been contacted to make them aware of the current situation in Renfrew.</p>	
<p><b>9. Date of next meeting</b></p> <p>It was agreed that the Group should continue to meet four times per year.</p> <p>Colin Grainger noted that there had been requests from schools to bring the timing of meetings forward so that schools could attend. The Group agreed that they would be happy to change the timing of the meetings to suit.</p> <p>It was also widely agreed that the group should consider alternating venues for the meetings. Moira Stark said that Gryffe High would be happy to host any future meetings.</p> <p><b>Action:</b> Colin to send provisional dates for future meetings</p>	<p align="center">CG</p>
<p><b>10. Closing Remarks</b></p> <p>Cllr. Nicolson thanked the group for a strong attendance.</p>	