



# Brixham Town Council

First Floor, Brixham Town Hall,  
New Road, Brixham, TQ5 8TA

01803 859678      info@brixhamtowncouncil.gov.uk

**Town Clerk: Mrs Tracy Hallett**

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<b>Report Type</b>	Public	<b>Meeting</b>	Full Council
<b>Contact Officer</b>	Tracy Hallett	<b>Job Title</b>	Town Clerk
<b>Report Title</b>	Fairtrade Renewal Status		

## Purpose of Report

To consider supporting the Fairtrade Group in their application to renew the Brixham Fairtrade Town status renewal due at the end of July.

## Criteria

The Fairtrade group, with support from the Town Council, first applied for Fairtrade status in 2013 and has subsequently asked the Town Council for support at renewal stage every two years. Whilst the Fairtrade group have not been very active in the last year, it has been the same for everyone and we are advised that the Foundation is taking this into account. Details of the renewal criteria can be found in Annex One.

## Engagement

Whilst the Fairtrade group have not engaged directly with the Town Council, they do submit regular articles for the Council's Brixham Signal newsletter providing an update to the community on the work they have been doing.

## Support

A representative from the Fairtrade group has advised that one of the things they require is the enthusiastic support of the Town Council, without which, the renewal is not possible.

They have suggested the following ways the Council could show support:

- Show the Fairtrade status on the outside of the Town Hall, Headed Paper and the Brixham Signal
- Ensure the Council uses and serves Fairtrade products
- Appoint a representative to the Fairtrade group meetings
- Support the businesses in Brixham that use and promote Fairtrade

## Recommendation

That the Town Council

- supports the renewal of the Fairtrade status and approves the Town Clerk signing the renewal form on behalf of the Council
- updates its headed paper, Brixham Signal front cover and noticeboards to include the Fairtrade logo
- purchase Fairtrade products \*

*\* It should be noted that the Town Council does not provide refreshments for staff and any purchase of products will be for adhoc events.*

# Annex One

## Fairtrade Town Renewal Form

We have created a new Fairtrade Town Status renewal process which aims to make your renewal faster and focused on your campaigning activities rather than paperwork!

### What's changed

We know there is a huge amount of Fairtrade activity in communities which is not captured at the moment. That's why the new form focuses on past activity rather than future plans. Through this process we want to capture as much of your good work as possible. This way, we can understand the impact we are having in the UK to make trade fair. It also means we can aggregate all the findings from Fairtrade Towns so we can showcase the wonderful work of the wider movement you are part of.

The five goals and the time frames in order to maintain your Fairtrade Town status stay the same. Your status must still be renewed one year from the date of declaration, and further renewals are still required every two years.

### How to complete your renewal

To renew your status you now just need to complete this four-stage online form. Any supporting documents you have (photographs, newspaper clippings, etc) can be uploaded as you go.

The four stages of the form are:

#### 1. You and your group

Here we ask you to provide us with contact information for your group, including:

- the group's key contact details,
- an additional member's details and
- some information about your group and your group's online activity.

#### 2. Looking back

Here we ask you to tell us about what you've been up to in the past two years, including engagement with businesses and local organisations such as churches and schools, as well as:

- flagship employers (if your group is required to have one),
- events and local press coverage and
- any other activities your group might have taken part in.

In particular, we ask for quantitative information such as the number of organisations you have engaged with and how many and what type of events you have organised or participated in.

#### 3. Political engagement

Here we ask you to tell us about your engagement with your Local Authority and political representatives (if applicable).

It's essential that you tell us about how you've engaged with your Local Authority as part of your renewal - it's also one of the five goals. Engaging with your MP, MSP, MLA or AM is not required to complete your renewal; however, understanding the level of engagement amongst Fairtrade groups with their elected representatives is hugely valuable and helps inform our public affairs and campaigning work.

#### 4. Action plan for next steps

Here you have the option to upload an action plan for your next steps if you wish to share this with us. You can find a template on the "[Renewing Fairtrade Community Status](#)" section on our website but this step is not mandatory to complete the form.

### Save and resume later

The form should take no more than 45 minutes to complete, if you have all the information available. You can find a checklist on the "[Renewing Fairtrade Community Status](#)" section on our website which should help you gather all the information needed. This can be used throughout the two year period between renewals to support making notes. If you need to pause to consider or collect other responses, you can click on the "Save your progress and resume later" link at any stage which can be found on the top and bottom of each page. Once you click on it, you will be asked to save the form by using your email address and a password of your choice. You will then receive an email with a link to access the form when you wish to continue. The email might get caught up by your spam filter so always check there first if you can't see it in your inbox! If you have any queries please contact us at [volunteer.towns@fairtrade.org.uk](mailto:volunteer.towns@fairtrade.org.uk).

### Submission

Once you've submitted your renewal form, we'll review it within 4 weeks and an updated certificate will be sent to you. If we have any questions, we'll get in touch with your steering group's key contact.

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