



ILMINSTER TOWN COUNCIL  
GRANT APPLICATION FORM 2016/17

**Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines**

1. Name / Title of Organisation ....**Ilminster Fairtrade**

2. Name of person submitting the application.

3. ....

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5. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

***The project is to provide and install additional Road Signs at all the primary road entrances to the town ( 5 in number) to indicate the Fairtrade Town Status of Ilminster. The benefits to the town will be to clearly indicate and advertise its Fairtrade Status to all passing and visiting traffic to the advantage of all the town's retail and accommodation businesses, not just those providing Fairtrade services or products. It is well established that tourism is enhanced and attracted by the Fairtrade Status and over 650 towns in the UK now enjoy and promote themselves accordingly***

6. Total anticipated cost of project  
(Please enclose supporting estimates)

**£.1,250.00**

7. Amount of grant sought from Town Council and % of total project cost £ **250.00 -20%**

6. Please give details of applications made to other grant making bodies in respect of this project  
(eg South Somerset District Council/Lottery. etc)

<b>Date</b>	<b>Organisation</b>	<b>Amount Sought</b>	<b>Granted</b>
2015	Ilminster Chamber of Commerce and Industry	£250.00	yes
2015	Ilminster Rotary Club	£250.00	<b>At least 50%</b>
2016	SSDC	£250.00	<b>In discussion</b>
2016	Gooch Foundation	£250.00	In preparation
	<b>We believe that we have already identified more than 50% of our fundraising target.</b>		

7. Please provide details of the contribution that will be made by your organisation to the Project. **My committee expect to raise the cost of at least one of the proposed signs by means of events or public subscription should the need arise.**

8. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details. **No.**

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules **Attached**
- Financial information - accounts **Attached**
- Evidence project costings are reasonable **Attached**

Please return the completed form to

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 ODG

Content of email correspondence 12th December 2015

Based on this I have been assured that the figure of £250.00 per sign is very achievable.

Hi Roger

I've now managed to speak to a colleague in the highways team.

He has agreed to act as a direct contact for us, as he covers our area. There are a few options available to us:

Either SCC manage all the work and recharge, or we/the Town Council do it but there is some relicensing arrangement required...I'm not sure I fully understood the implications of this, so would need to investigate further.

Their policy is not particularly supportive of new/excessive street furniture, so he advised approaching the TC to see if they would approve additions to the existing Ilminster Gateway signs.

He anticipated the cost for a brand new sign to be in the region of £300 each, but considerable less if we were to site with existing signage

The company used by the Council to provide signage is called Morlock Signs Ltd.

Let me know if there is any further information you require. Hopefully some of this is helpful.

Regards,

Natalie

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# Iminster Fairtrade Constitution

## 1. Name:

The name of the organisation will be **Iminster Fairtrade**.

## 2. Objectives

The objectives of **Iminster Fairtrade** will be:

- a. To promote Fairtrade and increase the availability of Fairtrade products in Iminster.
- b. To raise awareness of the FAIRTRADE Mark.
- c. To maintain Fairtrade status.
- d. To encourage workplaces, schools and churches to work to promote and use Fairtrade products.
- e. To promote the purchase and use of local products, goods and services.

## 3. Activities

**Iminster Fairtrade** will:

- a. Organise special events for Fairtrade Fortnight each year.
- b. Be responsible for conducting an annual assessment of participating traders and other organisations to ensure continued support for and compliance with Fairtrade obligations.
- c. Organise ongoing events to increase public awareness of and participation in Fairtrade and in buying local products.
- d. Work with schools to promote an awareness of Fairtrade within schools.
- e. Maintain a strong relationship with the local media to promote the activities of **Iminster Fairtrade**.
- f. Enable any other activities considered necessary to help meet the objectives of **Iminster Fairtrade**.

## 4. Supporters

**Iminster Fairtrade** will:

- a. Comprise all those who have expressed an interest in promoting the objectives of **Iminster Fairtrade**.
- b. Be open to individuals and organisations from all areas of the Town's life including schools, churches and other businesses.
- c. Keep a record of supporter contact details solely for communication purposes.
- d. Permit any supporter requiring their details to be deleted to do so in writing to the Chair.

## 5. General Meetings

- a. An Annual General Meeting (AGM) will be held in April or May of each year which will elect a Management Committee of at least 4 members.
- b. General Meetings will be open to all supporters and may be held as and when necessary, following due notice of at least 3 working days.
- c. A group of at least 5 or 10% of supporters, whichever is the larger, can require the Chair to call an Extraordinary General Meeting at any time.

## 6. Management Committee

- a. The Management Committee will be responsible for making decisions on policy and strategic issues and on day-to-day operational activities.
- b. Decisions will be made by consensus as far as possible; otherwise by a majority of those present, with all Management Committee members entitled to vote.
- c. Three Management Committee members present at a meeting will comprise a quorum.
- d. The Management Committee will normally meet at least three times a year, following due notice.
- e. The Management Committee may co-opt other members at its discretion subject to their election at the next General Meeting.

## 7. Officers

- a. The Management Committee shall elect a Chair, Treasurer, Business Liaison Officer and such other officers as is thought necessary.

## 8. Finance

- a. The Management Committee will hold a bank/ building society account in the name of **Iminster Fairtrade**.
- b. There will be at least two signatories to the account who must be members of the Management Committee.
- c. Financial accounts will be prepared and presented to the AGM and interim statements as required by the Management Committee.

## 9. Dissolution

- a. In the event of the dissolution of **Iminster Fairtrade**, any assets remaining after all debts and liabilities have been discharged shall be handed to the Fairtrade Foundation, or donated to a registered charity or other community organisation with similar objectives as determined by the Management Committee.

## 10. General

- a. If any situation should arise which is not specifically provided for in this constitution, it shall be dealt with by the Management Committee at its discretion and brought before the next General Meeting for confirmation.

## **Ilminster Fairtrade**



### **Fairtrade Road Signs for Ilminster – Supporting Paper - April 2016**

#### **1. Purpose:**

This paper supports a request from Ilminster Fairtrade to Ilminster Town Council for financial and practical support to purchase and install new road signage, advertising Ilminster's Fairtrade Town Status.

#### **2. Recommendations**

The Town Council are asked to:

- Pass a motion in support of the action, included in the Ilminster Fairtrade Action Plan, to purchase and install Fairtrade Town Signs on the five entrance roads to the town;
- Indicate their preference regarding the wording of the signs (see point 8);
- Agree to the siting of Fairtrade Town Signs on existing town Gateway signage and/or Highways signage (as outlined below);
- Agree to lead negotiations with County Highways, as required, to progress this project;
- Make a financial contribution towards at least one Fairtrade road sign, approximately £250.

#### **3. Background**

Ilminster achieved Fairtrade Town status in February 2015, with the support of Ilminster Town Council. Earlier this year we were invited to submit a fresh Action Plan to the Fairtrade Foundation, stating our continued commitment to Fairtrade and outlining our proposed activities for the next two years.

#### **4. Project Proposal**

Following in the footsteps of many other Fairtrade settlements locally, nationally and internationally, one of our more ambitious aims is the purchase and installation of five Fairtrade road signs on the entrance roads to the town.

#### **5. Benefits**

We believe that the installation of these signs offer a number of benefits, including:

- Sending a powerful message to residents and visitors about the type of community we are;
- Celebrating our community's achievement to date and develop a sense of civic pride;
- Advertising our ongoing commitment to Fairtrade; and

- Putting Ilminster firmly on the Fairtrade map, locally, nationally and internationally.

## 6. Proposed Signage



- 7. Locations** - The following five sites have been identified for installation of new signage.

Having taken the opportunity to actually examine each of the potential road sign sites again, in light of the potential height of the plantings and particularly since at least two have an additional raised bed within the main trough. It is recommended that with the exception of the sign on the Listers Hill/Dowlish Ford road the proposed Fairtrade Town signs be bonded to the existing troughs as represented in the photographs above.

- B3168 Station Road, near Powrmatic;
- B3168 Dillington Road;
- B3168 New Road;
- Kingstone/Townsend Road.



- Listers Hill/Dowlish Ford, outside Gooch and Housego Premises;

At this last siting, because of the angle to the road at which the unit is sited, this method would not be appropriate to since the viewing angle would be adversely affected and so at this location, only, the use of two short supporting poles would seem more appropriate.

Our expectation would be that this might well lead to a reduction in the installation costs whilst presenting no risk or adverse effect to the troughs themselves. None of these suggestions would present difficulties of installation nor offer any obstruction to routine maintenance of the verges.

## 8. Options

- **Text –**
  - 'A Fairtrade Town' or
  - 'South Somerset's First Fairtrade Town'
- **Installation –**
  - New free-standing signs
  - Attached to Highways signs
  - Attached to Town signs.

Please note: Assuming that there are no Town Council or County Highways objections, it has been noted that some sponsors may wish to be acknowledged on the signs themselves, by the inclusion of their logos.

## 9. Anticipated costs and existing financial contributions

£250-300 per sign

The following pledges of financial support have already been secured:

£250 Ilminster Chamber of Trade and Industry;

Rotary - at least 1/2 the cost of one sign, subject to the resolution of logo placement;

Lady Cameron's Fund - application in preparation;

The Gooch Foundation - application in preparation

## 10. Indicative Budget 2016/17

<b>Expenditure</b>		
Purchase of Signs	5 @ £225.00	£1,125.00
Erection of Signs	5 @ £25.00	£125.00
Total Expenditure		£1,250.00
<b>Income</b>		
Sponsorship	5 @ £250.00	£1,250.00

**We believe that we have already identified more than 50% of our fundraising target**

Ilminster Fairtrade  
information@ilminsterfairtrade.uk

April 25th 2016