

Appendix 1

Fairtrade Tonbridge Annual Action Plan 2019:

Goal	Action	Delivered By	Timescale
1	Undertake review of TMBC resolution.	TMBC	February 2019
	Work with Tonbridge Castle on the provision of Fairtrade refreshments for meetings/conferences.	TMBC	Ongoing
	Liaise with TM Active regarding provision of Fairtrade produce.	TMBC	Ongoing
2	Undertake annual review of shops and cafes to ensure continued commitment to Fairtrade.	FTSG	September 2019
	Promote Fairtrade products to new and existing shops and cafes in Tonbridge.	FTSG	Ongoing
	Develop directory on the Tonbridge Town Team website.	TTT	March 2019
3	Contact local schools and community/faith groups to encourage participation in Fairtrade activities, especially Fairtrade Fortnight.	FTSG	February 2019
	Work with and support community groups on Fairtrade events and activities.	FTSG	Ongoing
4	Press release and Photocall following successful application	FTSG	November 2018
	Articles in Kent Life and Times of Tonbridge to promote Fairtrade Tonbridge.	FTSG	Jan - March 2019
	Deliver a number of promotional events during Fairtrade Fortnight – especially a talk at Tonbridge Castle and School Art Project	FTSG	February/March 2019
	Participation in the Food & Drink Festival	FTSG	May 2019
	Regular social media postings	FTSG	Ongoing
5	Maintain bi-monthly meetings	Administrative support from TMBC	Ongoing
	Increase Membership of the FTSG	FTSG	Ongoing