

Minutes of the meeting of Bampton Town Council held on 19<sup>th</sup> January 2017 in the Riverside Hall 5.30pm.

Present: Cllr. Edwards; Cllr. Hicks; Cllr. Weston; Cllr. Baker; Cllr. Tanner; Cllr. Leach; Cllr. C. Mares; Cllr. A. Mares; Cllr. Gregory; Mr. A. Woolley, Penny Clapham (Clerk).

### **Purpose**

To consider a report prepared by the town clerk to improve the governance of *Bampton Fair* following a meeting hosted by the Clerk on 20<sup>th</sup> December 2016. A report of this meeting was circulated with the agenda.

- 1) **Apologies and Acceptance for Absence:** None received.
- 2) **To receive declarations of pecuniary interest from councillors (if any) with respect to Bampton Fair.** Cllr. Tanner; Cllr Leach Cllr Edwards & Cllr. Weston. (non-pecuniary).  
Cllr. Tanner tendered his resigned from both the Bampton Fair Working Group and the Open Spaces Committee. His resignation was accepted by Council.
- 3) **To grant any requests for dispensation for pecuniary interests as appropriate**  
Cllr. Hicks proposed dispensation for those with interests as declared. All in favour by show of hands.
- 4) **Chairman's Statement**, read to Council, and attached to these minutes.
- 5) **Chairman Cllr. Hicks vacated the chair and left the meeting at 5.40pm.**
- 6) **Cllr. Paul Edwards as Vice-Chairman to take the meeting.**

Standing orders suspended by the Acting Chairman, Cllr. Edwards, to allow full participation by all attendees.

A letter from Sherie Webber to the Clerk was read by Cllr. Edwards.

Mr. Woolley acknowledged the input of Cllr. Hicks to the 2016 Fair.

Cllr. Edwards thanked Sherie Webber for the superb job she had done as 'Tolly'.

A report from a member of the public – who indicated that the accounts from the Bampton Fair Working Group (BFWG) should be audited and published.

- 7) **The Report (circulated to all councillors prior to this meeting)** and associated items to do with Bampton Fair – to be discussed and actions agreed.

Council was asked to consider the report prepared by Cllr. Edwards in July 2016. He pointed out that points 5-7 in the Clerk's report were drawn from the earlier report.

It was explained that there are two fairs; the traditional Fair, the responsibility of the Council and a second supporting Fair. This latter fair is separate and run by BFWG with its own bank account. This was noted.

Mr Wooley acknowledged that this reflected the Exmoor Rotary Club view.

The Council Fair Committee should have delegated powers to make decisions.

It was considered important for car parking at the Rec., to be under the control of the Council not the Football Club.

Cllr. Gregory – felt there were a couple of grey areas to do with the tolls. Cllr Edwards explained that one third of the gross tolls goes to the Tolly; the balance is shared between Rotary and the Council to grant assist projects within the parish of Bampton.

County Cllr Colthorpe arrived at 5.57pm

Cllr. Baker considered that the proposals put forward should be agreed.

Cllr. Weston – queried the difference between the funds belonging to the BFWG and those belonging to the Council. Mr. Woolley explained the background to this.

Cllr. Edwards proposed that a new agreement be entered into between the Exmoor Rotary Club and the Council. Seconded by Cllr. Gregory. All in favour by show of hands.

Cllr. Edwards proposed that all the recommendations in the Clerk's report should be voted on/agreed individually.

#### Recommendations

1. To keep the two Fairs separate financially; the BFWG retaining its own bank account.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker.**
2. This account to be under the name of Bampton Fair Working Group with 2 signatories per cheque issued.  
**Proposed by Cllr. A. Mares, seconded by Cllr. C. Mares.**
3. The BFWG to remain autonomous – BUT should create terms of reference with particular attention to the monies held in the BFWG account, noting what should happen to any monies in this account should the Fair cease to exist.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker.**  
**Mr. Woolley will arrange the terms of reference.**
4. BFWG to have at least 1 councillor on its committee, the Tolly, a Rotarian , and possibly the Clerk.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker**
5. Bampton Fair Committee (BF) to have at least 3 councillors (quorum), the Clerk, and possibly the Tolly, as a **minimum**. This committee to be confirmed annually at the Council meeting in May.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker**
6. The BF to be responsible for Fair actions, to have delegated powers to make all decisions, and to report to Council at least every 3 months.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker**
7. The BF committee to meet at least 3 times a year – these meetings to have an agenda and minutes and would be open to the public.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Baker**
8. The importance of good communication was recognised **as good practice**.
9. Council to put in a budget of £2,000 in the financial year 2017/18 towards the infrastructure costs of holding the Fair. These costs would include for example, the hiring of portaloos, ambulance, road closures, etc. This budget to be reviewed annually at budget setting time (December). This is a Council responsibility to ensure the Fair goes ahead and the management of same would be down to the BF Committee. A reprised list of responsibilities to be drawn up for the 2017 Fair.  
**Proposed by Cllr. Tanner, seconded by Cllr. A. Mares**
10. BFWG to be responsible for Fair items that do not affect the toll payers – ie: marquees, flags, banners, etc. and should allocate funds for the repair/replacement as needed.  
**Proposed by Cllr. Baker, seconded by Cllr. C. Mares**
11. A reprised list of responsibilities of the BFWG to be drawn up for the 2017 Fair.  
**This is the responsibility of the BFWG**
12. The disbursement of tolls from the 2017 Fair should remain the same as before. One third gross to Tolly; the remainder to be divided in half, Rotary and Council receiving these shares. These monies to be disbursed as needed within the parish of Bampton, by both Rotary and Council.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Edwards.**
13. There is no requirement for Council to share these funds between many – could all be allocated to one applicant if sufficient need is shown.  
**Proposed by Cllr. C. Mares, seconded by Cllr. Leach**
14. All applications for toll monies to be made on the correct form as available either from the Bampton website of the Clerk, and to be made before the 1<sup>st</sup> February in any financial year.  
**This has been agreed and is good practice.**

15. If Council deem any requests are not sufficiently worthy at the time of application, then said funds can be carried over to the next financial year.

**This would be good practice.**

16. If Council's costs are so high that they are not covered by both the budget and income from the funfair then toll monies can be used to defray the costs.

**This is enshrined in the Lease**

17. Council are reminded that they are not allowed to make either a profit or a loss from the Fair.

**Reminder.**

**All agreed these proposals by show of hands.**

In conclusion the Council hoped that the working party and the council would work together to ensure the success and enhancement of the fair.

Cllr. Edwards thanked the Town Clerk for preparing the report.

Mr., Woolley requested the Clerk attend the meetings of the BFWG. The Clerk agreed.

**8) Advertisement for a Tolly. It was agreed that** Cllr. Edwards would contact the current Tolly before Council go ahead with advertising for a replacement.

**9) Community Payback Scheme – Cllr. Gregory to report.**

Cllrs Gregory and Leach met with with organisers of the Community Payback Scheme in the hope that they could undertake work at the Motte and Bailey. It was noted that the next available dates are the 1, 2, 4<sup>th</sup> February. The cost is £160 per day for a team (8).All equipment is supplied. A portaloos to be provided by Council when the work starts.

Cllr. Gregory proposed 5 days at £160 per day + VAT. Seconded by Cllr. Leach, all in favour by show of hands.

Cllr. Gregory has been given delegated powers to sign the forms required.

Cllr. Colthorpe welcomed by Cllr. Edwards was invited to give a report to Council. It was noted that there are to be further budget cuts in the next financial year.

Carlton Lodge, currently closed, is to become a centre for children with special needs;

Meeting closed at 6.34pm.

Signed.....

Date.....

Position.....