

## **Minutes of the Bampton Fair Committee Meeting held on Monday 2<sup>nd</sup> September 2024, 5.15pm in the LARC**

**Present** – Cllr. White (Chairman); Cllr. Grabke; Cllr. L. Bull; Cllr. N. Bull; Cllr. Brooker; Cllr. Boyles; Tony Conway; Cllr. Brock; Doug Parrish; David Small; Penny Clapham (Clerk); Ed Tanner.

### **1) Apologies and Acceptance for Absence:** None

### **2) Declarations Of Interest:** In accordance with the Code of Conduct, Council members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting.

### **3) Public Discussion** – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Fair Committee to consider on a future agenda.

David Small with regard to the proposed chicken auction. He has plenty of chickens available for sale, plus is able to go out to others who may wish to sell on the day. A small pen fee to be charged. Stags crates if possible. Suggested position by the bridge over the river as easier to get the chickens in and out after sale. Time could be mid-day. Advance entries could be useful. Allow 30 minutes for the actual auction.

### **4) Minutes** –the minutes of meeting held on the 1<sup>st</sup> of July 2024 were agreed and signed as a true record by the Chairman.

### **5) Event Guide & Risk Assessment** – updates to be discussed and actioned.

- i. Fire safety and a separate risk assessment to be written. To consider the exits for both marquees and the addition of a fire extinguisher for the marquee in Ed's Yard. Cllr. L. Bull to ask Castle Grove about a fire extinguisher.
- ii. Police guidance received – to consider their advice for producing a clear command structure, reference the Purple Guide. Cllrs. White, Fouracres and L. Bull as the command structure. This was discussed and action points noted. Contact Mark and PFG about parking on the day.
- iii. Follow up from SAG meeting and in particular guidance around gas safety and Alan Barrow. Cllr. Boyles to check a person gas registered. Contact detail for MDDC services has been updated on the task chart (attached).
- iv. Apparently the event organiser (Bampton Council) are responsible for the safety of the build and breakdown of fair rides such as those provided by Rowlands and for checking that all their certificates are in place before the fair opens.  
Discussed and PLI will be requested for all rides.
- v. The Event Guide requires some updating particularly as regards terrorism. Cllr. White to check this and arrange a piece. Cllr. Fouracres to check on a policy.

### **6) Actions** –

- i. HI Vis and uniform – Cllr. L. Bull to advise. Thoughts after last year's Fair to have a couple of people in overall charge with a slightly different jacket. Cllr. L. Bull will action the purchase.
- ii. Caravan for operations/stage for music. The previous caravan is not available. Cllr. Boyles to ask about a horse box to be used as a base. Music stage, slightly off the road and bigger than last year. 20' wide and 15' deep would be ideal. Suggest Council hire a professional stage. 6m x 4m would be best, but this would come out too far. Control could be outside Seddons? Cllr. L. Bull to source with a budget of £500.
- iii. Social media campaign. Cllr. L. Bull and Cllr. Boyles to draw up a schedule for this campaign – anyone else is welcome to join in. Starting next week. Message all pitch holders for information

that can be used to promote both themselves and the Fair. Ed Tanner would like posters around the town notifying everyone of the acts due to attend the Fair.

- iv. Stewards – Please can everyone check/find stewards for the day.
- v. Update on pitches – marquee full. Send Cllr. White a list of the street pitches for reminders.
- vi. TTRO – clerk to action payment/Cllr. White to check the maps send across by Highways. The cost will be £240.00 payable on the Council card.

Information from the SAG meeting has been circulated to all fair committee members prior to this meeting.

Meeting closed at 6.25pm

The next Committee meeting will be held on 7<sup>th</sup> October 2024 at 5.15pm in the LARC.