

Bampton Fair Committee

Clerk: Mrs. P. Clapham BA (Hons) PSLCC, Penton Chapel, Christow, Exeter, EX6 7NP

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2nd October 2024

To all Committee Members.

You are hereby summoned to attend the Meeting of Bampton Fair Committee on Monday 7th October 2024 at 5.15 pm in the LARC for the purpose of transacting the following business.

Members of the public and press are welcome to all council meetings.

Jill Larcombe

**Jill Larcombe
Interim Clerk to the Council**

AGENDA

- 1) Apologies and Acceptance for Absence:**
- 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.
- 4) Minutes** – to agree and sign the minutes of meeting held on the 2nd September 2024.
- 5) Event Guide & Risk Assessment** – updates to be discussed and actioned.
 - i. Fire safety and a separate risk assessment to be written taking into consideration the exits for both marquees and the need for a fire extinguisher for the marquee in Ed's yard (Cllr L Bull to ask Castle Grove about a fire extinguisher).
 - ii. Action points from Police guidance including command structure and parking.
 - iii. Gas safety checks.
 - iv. Checking that all public liability insurance certificates are in place before the fair opens.
 - v. Updating of the Event Guide.

- vi. To confirm TTRO is in place. Arrangements for signage and cones.

6) Actions –

- i. HI Vis and uniform – Cllr. L. Bull to advise.
- ii. Caravan for operations/stage for music
- iii. Social media campaign
- iv. Stewards and stewards briefing
- v. Update on pitches

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