

## Bampton Fair Committee

### DRAFT MINUTES

**The Minutes of the Bampton Fair Committee Meeting held on Monday 7th October 2024, 5.30pm in the LARC**

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

**In attendance:** One member of the public and Jill Larcombe (Interim Clerk).

**1) Apologies and Acceptance for Absence:** Apologies were received from Cllr Fouracre and Cllr Brooker.

**2) Declarations Of Interest:** there were no declarations of interest.

**3) Public Discussion.** A member of the Bampton Players, who will be Mummers at the fair, was attending to find out about timings on the day. Details are now on the website. There was reassurance that they would be performing well away from the Church and would not be affected by the peal of bells which will last for 3 hours.

The players are aware of the Christmas event on the evening of 6<sup>th</sup> December.

**4) Minutes.** The minutes were agreed as an accurate record of the meeting held on 2<sup>nd</sup> September and they were duly signed by Cllr White.

**5) Event Guide & Risk Assessment actions:**

- 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).** Cllr Brooker has obtained a fire extinguisher and Cllr Bull will arrange for it to be checked at Castle Grove. It was noted that the Fire Brigade will be on site. Cllr White will purchase some exit signs which will be fixed to the sides of the marquee. An Environmental Health Inspector is likely to be checking the food stalls but it is the responsibility of the food stallholders to ensure they are complying with legislation.

**Actions:** Cllr L Bull to get the fire extinguisher checked at Castle Grove.

Cllr White to purchase Exit signs for the sides of the marquee.

- ii. **Action points from Police guidance including command structure and parking.** The Police have asked for a clearer command structure this year and that will be Cllr Fouracre, Cllr White, Cllr N Bull and Cllr L Bull.

A code word needs to be agreed in case there is a need to evacuate. Cllr L Bull to decide on an appropriate word.

This word will be put in the pack for the stewards and it will be mentioned at the stewards briefing. The packs will be completed in the next 7 days.

Cones will be put down West Street. There will be disabled parking in Briton Street. Castle Street will also be looked to see if there could be some disabled parking there. Signage will be needed to show that it is disabled parking. Cllr Boyles and Cllr L Bull will look at the existing signage to see if there is anything suitable. If there is no suitable signage they will try and purchase some as cheaply as possible and a maximum budget of £75 was agreed for this.

Castle Street will be leafleted to ask people to move their cars on the day of the fair.

**Actions:** Cllr L Bull to decide the code word. This to be included in the stewards' pack and mentioned at the

stewards briefing.

Cllr Boyles and Cllr L Bull to check existing signage to see if there is suitable signage for the disabled parking areas. Signage to be purchased if not at a maximum cost of £75.00.  
Castle Street to be leafleted to ask people to remove their cars on the day of the fair.

- iii. **Gas safety checks.** Someone who is appropriately qualified and Gas Safety Approved needs to be available during the day in case there is an emergency. If someone is hired for the day they will need to be paid for their time. Cllr L Bull will do a Facebook post to try and find someone with the right qualifications who is already planning to attend the event as a member of the public.

**Action:** Cllr L Bull to do a Facebook post to try and find someone with the right gas safety qualifications who is already planning to attend the fair and who is prepared to be on call.

- iv. **Checking that all public liability insurance certificates are in place before the fair opens.** Most stall holders have already provided copies of their public liability insurance but there are some small stall holders who do not have any. Bampton Town Council has public liability insurance which covers the event.

- v. **Updating of the Event Guide.** This is ongoing.

- vi. **To confirm TTRO is in place. Arrangements for signage and cones.** It was confirmed that the TTRO is in place. Cllr Brooker will put up the advance warning signs of the road closures a week before the event and the road closure signs on the morning of the fair.

**Action:** Cllr Brooker to put up signage a week before the event and on the morning of the fair.

#### 6) Actions from the previous meeting:

- i. **Hi Vis and uniform – Cllr. L. Bull to advise.** Cllr White will wear a jacket and tabard. Cllr L Bull will purchase 5 hi viz jackets which will have Bampton Town Council printed on the back. These can be used for other events such as the Christmas one. There are plenty of tabards.

**Action:** Cllr L Bull to purchase 5 hi viz jackets with Bampton Town Council printed on the back.

- ii. **Caravan for operations/stage for music.** The shop at 5 Newton Square will be used as a base on the day of the fair. Thanks was extended to Mr Tanner. This will be advertised as the fair HQ and the information flags will be used on the day.

Cllr L Bull has obtained some quotes for a stage and the cost for the hire of a stage where it is wanted and the size required would be £900 per day. A stage could be borrowed from Willowtree Dance & Theatre Company, but it is heavy and unwieldy and would have to be collected from Tiverton and returned there. Instead of the stage there will be a 6m x 3m gazebo. Castle Grove possibly has one but if not, one will have to be purchased. Mr Tanner suggested there should also be a 3m x 3m gazebo for people arriving with their musical instruments to wait under.

Three fire extinguishers will be borrowed from Castle Grove. These will be serviced by them beforehand. Castle Grove was thanked for this.

Dave was thanked for putting up the banners.

- iii. **Social media campaign.** There are 1080 followers on Facebook, more than last year. There were 5,600 views last week and 7,200 this week.

Cllr N Bull was thanked for his hard work on the website.

Boards with a run down of events and sponsors are being printed and they will be put up soon.

- iv. **Stewards briefing.** This will be held at 6.30pm on Tuesday 29<sup>th</sup> October. Cllr Boyles to see if the Fire Station could be used for this.  
Some volunteers have come forward from social media posts.  
Cllr White has a plan for stewarding and is filling in the slots. He is looking at colour zoning the stalls.

**Action:** Cllr Boyles to see if the Fire Station could be used for the stewards briefing.

- v. **Update on pitches.** There has been a good uptake on stalls thanks to the social media team. Over 80 bookings have been received. Brook Street will be full of stalls and the only gaps will be where the shops are staying open.  
There will be face painting, hair braiding and games in the children's zone. The PTFA will be providing refreshments such as sausage rolls and children's packed lunches. Bonny the pony will be attending. A father has offered to make signs for the children's zone.  
It was noted that the Apple Day held at the end of September had raised almost £1,500 towards a new pump for the swimming pool at the school and it will be promoted as an annual event. Bampton Town Council were thanked for paying for the toilet hire.  
The chicken auction is all organised and will start at 12:00. Crates and the licence have been arranged.

Cllr White is planning to visit Tavistock's Goosy Fair to see how that is run.

A short meeting will be arranged for week commencing 14<sup>th</sup> October.

The next formal Committee meeting will be held on 4<sup>th</sup> November 2024 at 5.15pm in the LARC.