

Notes of Bampton Fair Working Group (BFWG) meeting 7th February 2018

Present: Penny Clapham (Clerk), Edward Tanner, Carol Mares, Ashley Mares, David Botsford, Alan Woolley.

1. It was confirmed that the date for the 2018 Fair was Thursday 25th October. And this was in half term week
2. Feedback from 2017 Fair
 - a. Penny confirmed that BTC had appointed her as permanent Tolly and this would offer some economies for the future of BTC / Tolly tasks.
 - b. It was agreed that we should pursue the purchase of 600 traffic cones of the lightweight design, it appears that round ones are cheaper. Penny to get quotes for consideration. The cost would be funded from the Fair fund
 - c. Ashley reported that the traffic sign position was satisfactory.
 - d. The WG had received some thoughts from Ken Miles concerning fees charged and possible new events, these were discussed, and the Chairman agreed to respond to Ken thanking him for his input.
 - e. Car Parks - The decision to allow the Scouts and Football Clubs to retain the full income generated from the Car Parks they run was agreed subject to then advising how much they took and (for the future) to pay for the programmes (£1 each) distributed to each car, Car Park charge to be kept at £5/ car.
 - f. David said that he had a very good meeting with Sherie (previous Tolly) and was impressed by the stewardship of the past accounts, As a result he was close to finalising the accounts. (Accounts attached for completeness)
 - g. David had also reviewed the current Fair account signatories and would update these.
3. Preparations for 2018 Fair 760th (see list attached)
 - a. . Bampton Town Council(BFC)
Penny as Clerk would pursue most of these as required e.g.
 1. Book St John Ambulance cover
 2. Order brown bins but only
 3. Book temporary toilets
 - b. Tolly – Penny reported she was due to send out invites to prospective stall holders and some bookings already. Bill and Sherie Webber will help with street marking out in October
 - c. Rotary.- Booking forms updated and on web site for Craft Fair, Local Producers and Traditional Skills, some booking already..
 - d. Special 760th celebrations.
 - i. Jeanette Devey of Fairground contacted and is happy for something at Rec on the Thursday evening. Happy to help.

- ii. Alan to enquire cost of large marquee and check band availability and cost
- iii. Edward to seek cost and availability of Worsels
- iv. Penny to check her contacts

Note. Plan of Rec for 2008 Celebration and poster for 'Part in the Park' attached for information

4. Any Other Business

- a. David to arrange to pay the Riverside Hall £300 for use of car park etc.

- 5. Next Meeting** – Proposed at 5pm at Edwrds Wed 7th March 2018 the date of BTC meeting.

Bampton Fair Working Group (BFWG) CHECK LIST – Thursday 25th October 2018

BT Council H&S:	Risk Assessment. H&S documentation - Alan	
	Police Liaison.	
	Stewarding – recruitment and training. Tabards.	
	Central Control room – AF Room. Manned by?	
	Walkie -Talkie ordering /training. List of who has what. - Alan	
	List of mobile numbers – just in case.	
	Insurance	
	Emergency services. St John Ambulance booked. Fire service advised	
	SAG Meeting	
	Toilets – booked - locations. Station Rd toilets?	
	Safety scaffolding Riverside Car Parl – Paul Old	
	Blue Light Route	
	Brown Bins ordered - Number ?	
	Fire extinguishers service	
	Fun Fair: Arrival Sunday 22nd . Warning Signs closed Sat 21 st deployed	
Traffic:	Road Closures sought / approved	
	Signage for road closures	
	Signage for car park closures	
	Leaflets for residents	
	Bus company liaison	
	Cones booked	
Car parks:	Liaison with operators (+Progs)	
	Matting – Brian Smith	
	Coach parking - booking	
	Disabled parking allocated , more room required	
Banners and Flags:	Flags - erecting	
	Planters – to be removed	
	Banners – and Exeter Inn / Exebridge /war memorial/ Brook St.	
Street market:	All under control!	Tolly
	Clearance of cars from streets	
	Insurances /food safety	
Wider Fair	Tent erection Riverside and Music. Electricity. (R Car park clearance?)	Rotary lead
	Marquees get checked repaired ? Somerfest?	Alan
	Craft Fair (church)	
	Trad Skills (Riverside tents)	
	Local Produce (Riverside Tents)	
	Music/ Street entertainment/ Mummers (Procession?)	
	Riverside Hall – café, overspill Craft stalls. Entertainments.	
	Community Hall – café (Cancer Research UK)	
	Publicity (Progs, posters, web-sites, radio, tv, etc.)	Humphrey David
Clearing up:	Brook Street – from 7pm	
	Tents etc.	
	MDDC clearing up – organised?	
	Council – ‘Wash Up/Thank You / Reporting Back’ sessions	

Check Celia's 2016 List for contacts and timings of activities.

School Half term Friday October 19th to Monday 29th