



Bampton Town Council

Bampton Charter Fair Working Group

MINUTES of Meeting held 15th August 2016 10:30am at Station House:

1. Present: Celia Hicks (BTC), Sherie Webber, Alan Woolley, Humphrey Berridge. Edward Tanner (BTC) joined 11.30am Apologies: None.
2. Terms of Reference. The proposed condensed versions of BTC Charter Fair Committee and Bampton Charter Fair Working Group 'Terms of Reference' were carefully considered and a number of suggestions made as to how to get the wording clarified and unambiguous. Some changes would be made to the drafts and the matter would be considered at the next BTC meeting in September. This committee to review/approve any changes at next meeting.
3. Road Closures: It was confirmed that the forms had now been submitted to Devon Highways, and once the closures had been approved the Group would be informed by email.
4. Car Parking: This had been sorted out since the last meeting, and the car park to the south of the town would again be available. Bampton Scouts to be informed in answer to their letter. Their help was greatly appreciated and it was an important fund-raising event for them.
5. Transfer of Fair equipment to Pump-house: Movement of equipment from the Lock-up (to be refurbished) had been aborted by road closures in school car park area preventing access to Millennium Green. The skip had arrived at Riverside for clearance of Lock-ups and it was agreed that Fair material would remain in situ for the moment. Shelving was also discussed and two alternative quotes were to be considered – measurements had been taken of a suitable area in the Pump-house. When shelving was purchased, it would be an asset belonging to BCFWG.
6. Gazebo: The replacement of the gazebo used by the entertainers at the Fair was discussed and the various possibilities had been whittled down to two quotes. The order would shortly be made and it was agreed that a 'front' section should also be purchased at small extra cost. Total cost was quoted at approx. £700.
7. Tolly's Report: Trade stands were selling well, and sponsorship money ongoing. She was liaising with creating the advertising sections of the 2016 Fair Programme.
8. Rotary Report: Magician confirmed at same rate as last year. Entertainments' groups had been booked and details would shortly appear on website. To be resolved was the location of Punch & Judy van outside the Fair perimeter to allow them to leave the site early once their shows were over. Craft Fair was fully booked, but still looking for Trad Skills exponents. There was a possibility the Rotary Roadshow trailer would be available for display at the Fair – dimensions would be given to the Tolly to enable finding a suitable site.
9. Stewarding: This is the responsibility of BTC and always more stewards are required. The list from last year was available, but more helpers needed to be found. It was agreed to put a notice in September 'Signpost' based upon MAGIC (Meet And Greet Information Champions) as last year. In same article there would be early warning of road closures etc. Chief Steward would be the Chairman of BTC with two other councillors manning the Control Room on the day.
10. Information Stall: With the demise of Bampton Society, we would no longer have that organisation available to man the Information stall on Fair day. The Heritage Centre had made overtures to take their place. This would need to be discussed with them before our next meeting.
11. Publicity: The Website was being updated as and when information received. Facebook page was becoming popular, and some requests for stalls etc. being received via that route. Work had started on the 2016 Fair Programme booklet.
12. AOB: Cones had been ordered from Devon Highways. Portaloos to be ordered soon – would any extra be required to replace lost capacity at Station Road toilets? – this to be resolved by BTC.
13. Date for next meeting: This was agreed as Friday 30th September 10.30am.

The meeting closed at 12:20 pm. SW/HB