

Notes of Informal Bampton Fair Working Group (BFWG) meeting 1st March 2017

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

Following the resignations of the Tolly Sherie Webber and the wish of Humphrey Berridge to reduce his involvement and the discussions with Bampton Town Council the meeting was convened to progress the restructuring of the management arrangements and commence planning for the 2017 Fair on Thursday 26th October. David Botsford will work with Humphrey on the Fair programme with a view to taking on the responsibility post 2017.

Bampton Town Council (BTC) have restructured their Bampton Fair Committee to manage the areas of responsibility they hold and draft Terms of reference had been prepared for the BFWG which look after the remaining aspect of the current Fair.

1. **Appointment of Chairman** - Alan Woolley agreed to take of Chairmanship of the BFWG.
2. **Terms of Reference** the draft Terms of Reference of the BFWG were discussed and agreed and Penny agreed to finalise and distribute.
3. **Appointment of a Tolly** - It was recognised that to find select a suitable Tolly and bring them up to speed would take more time than available for 2017. Penny had, therefore, offered to take on this task in respect of the street market for 2017 and this offer would be considered by BTC at their Council Meeting later that day.
Post Meeting Note – offer accepted by BTC. Also BTC gave authority to their committee to progress Fair actions between BTC meetings. Meeting with Sherrie taken place and paperwork transferred and action commenced by Penny.
4. **Rotary Agreement** the original agreement reached between BTC and Exmoor Rotary Club in 2009 needed updating and re-endorsement. The draft agreement was considered and Alan agreed to put this to the Rotary Club's Council for agreement. Post Meeting Note. Agreement approved by Exmoor Rotary Club at their Council meeting on 7th March – Copy attached.
5. **Report to Mid Devon Safety Advisory Group (SAG)** Draft report prepared by Alan considered and approved noting that the SAG secretariat had advised they had no adverse comments from any of their members. Alan will provide report to SAG and attend meeting on 27th March to present it, asking for advice re PFG and Ceylon Curry van.
6. **Road Signs etc.** – Ashley had met with Tony Weiss and they had agreed to take responsibility for the erecting of the road / street signs to the agreed plan (Folder) Ashley would check and advise if any new signs or replacements were required.
7. **Roles and responsibilities** – Although covered in the Fair Event Management Plan & Risk Assessment a check list for consideration at meetings is required. Alan agreed to prepare and circulate.
8. **Next Meeting** – Future meetings would work to an Agenda with this and Minutes published on Fair Web Site. Next Meeting **5th April at 4pm in Swan**

Exmoor Rotary Club involvement in Bampton Charter Fair

Background

Following a meeting on 12/12/08 of HB, BH, DP, AW, TK (Chairman, Bampton Town Council), and Kelley Beeston, it was proposed that Exmoor Rotary Club would take on responsibility for organising some of the Bampton Fair activities. This was agreed by Exmoor Rotary Club and with Bampton Town Council at their meeting of 3rd March 2009. This agreement was subject to a three year review but has continued since 2009 and was again re confirmed by the Exmoor Rotary Council on 7th March 2017.

Exmoor Rotary Club Role.

Under this agreement Exmoor Rotary Club undertakes to organise:-

1. The Craft Fair in the Parish Church
2. The Street and Music entertainments
3. The Local Producers and Traditional Skills Tents in the Riverside Hall Car Park and oversee the erecting and dismantling of the tents.
4. The production of the Programme
5. The production of advertising Posters
6. The publicity and maintenance of the Fair web site
7. The Café in the Community Hall in conjunction with the local Cancer Research UK group.

Exmoor Rotary Club participation contributes to their objective of serving their community but in return for their help they receive 50% of the nett proceeds of the Fair as allocated by the Tolly following deduction of expenses and remunerations. The income received is distributed by Exmoor Rotary Club to Bampton organisations and activities under the terms of the Charter and Lease using the same process as adopted by Bampton Town Council for distribution of their share of the Tolls. Close co-operation is maintained between Exmoor Rotary Club and Bampton Town Clerk to ensure no duplication of toll distribution.

To assist in the overall organisation of Bampton Fair the Rotary Club of Exmoor will appoint two representatives to sit on the Bampton Fair Working Group (BFWG)
The current Lead members for Exmoor Rotary Club are as follows:-

Activity	Member Responsible	Telephone All 01398	E mail address
Overall Co-ordination and Entertainments	Alan Woolley (BFWG)	332195	aawoolley@yahoo.co.uk
Craft Fair	Tony Mount (Church warden)	331527	tonymountuk@btinternet.com
Local producers & Traditional Skills	Tony Conway & Peter Gibson	331666 331669	conwaynewton@gmail.com secretary@exmoor-rotary.org.uk
Programme	David Botsford (BFWG)	332462	botsford.david@btinternet.com
Posters Publicity & Web Site	Humphrey Berridge	332324	hjib@humph.org.uk or pr@exmoor-rotary.org.uk