

## Notes of Bampton Fair Working Group (BFWG) meeting 2<sup>nd</sup> August 2017

Present: Penny Clapham (Clerk), Edward Tanner, Alan Woolley ( part time Ashley Mares David Botsford, Angela Short) Apologies from Carol Mares

1. Actions from last meeting
  - a. Ashley and Tony W had completed an audit of road signs and equipment and concluded that we needed 3 new '@Road Ahead Closed' free standing signs, 10 large cones and 20 clips for signs. Penny agreed to talk to Steve Lee (Devon Highways) for advice and order the signs etc based on this.
  - b. Angela had researched the supply of more stewards tabards and was asked to procure the best option, to be funded by BTC.
  - c. Road closures had been applied for, St Johns had been booked, Exmoor Loos will be contacted by Penny and only 15 brown bins will be obtained for this year.
2. The position regarding payments from local businesses on Fair day was discussed. It was concluded that as there were adequate reserves there was no need to charge local businesses 'tolls' this year for those who want to open on the day. This is a change to the past tradition but one which may help them and maintain their goodwill. They would be asked to pay for an advert in the programme and/or make a voluntary donation towards the cost of entertainments.
3. Preparations for 2017 Fair (see list attached)
  - a. Bampton Town Council(BFC) B FC will address those actions ascribed to BTC as some members of the BFC are also members of the BFWG this will provide a reporting link.
    - i. Stewards and sign needed to ensure disabled parking area is only used by disabled drivers.
  - b. Tolly – Penny reported bookings continue to come in and she had contacted all previous attendees to remind them.
  - c. Rotary.- The marquees are with Adams of Wiviliscombe for roof repairs and will be returned shortly
    - i. Bookings for craft (12) and local producers/ traditional skills (4) have been received and processed.
    - ii. Entertainments are being booked for street, music tent and Riverside Hall.
    - iii. David has agreed to produce the posters with Humphreys help

### 4. Any Other Business

Edward was thanked for his hospitality

5. **Next Meeting** – at 4.30 pm on 6<sup>th</sup> September prior to BTC meeting

**Bampton Fair Working Group (BFWG) CHECK LIST – Thursday 26<sup>th</sup> October 2017**

<b>BT Council H&amp;S:</b>	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 <sup>st</sup> deployed	
<b>Traffic:</b>	Road Closures sought / approved	
	Signage for road closures	
	Signage for car park closures	
	Leaflets for residents	
	Bus company liaison	
	Cones booked	
<b>Car parks:</b>	Liaison with operators (+Progs)	
	Matting – Brian Smith	
	Coach parking - booking	
	Disabled parking allocated , more room required	
<b>Banners and Flags:</b>	Flags - erection	
	Planters – to be removed	
	Banners – and Exeter Inn / Exebridge /war memorial/ Brook St.	
<b>Street market:</b>	All under control!	Tolly
	Clearance of cars from streets	
	Insurances /food safety	
<b>Wider Fair</b>	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
<b>Clearing up:</b>	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 20<sup>th</sup> to Monday 30<sup>th</sup>