

## Notes of Bampton Fair Working Group (BFWG) meeting 5th April 2017

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

1. It was confirmed that the date for the 2017 Fair was Thursday 26<sup>th</sup> October. And this was in half term week
2. The **Terms of Reference** of the BFWG had been agreed and distributed by Penny on 7<sup>th</sup> March 2017, (Copy Attached)
3. Alan reported back from the Mid Devon SAG meeting held on 22<sup>nd</sup> March
  - a. The SAG members were happy with the running and management of the 2016 Fair and had no concerns.
  - b. It was noted the status of Devon Highways would change on 1<sup>st</sup> April and the privatisation of services may affect the service offered, particularly re the supply of cones. This would need to be monitored by BTC and their Fair Committee (BFC)
  - c. There was a new Police event planning officer for the area Louise Crocker based in Plymouth but she had offered to write to PFG in due course to emphasise the need to comply with the road closures.
  - d. Tiverton Town Council were running a Chapter 8 course in Tiveerton on 5<sup>th</sup> May and there were spaces available at the cost of £60. It was agreed that it would be useful for several people to attend. Volunteers are
    - i. Derek Webster 331813
    - ii. Eric Woodbine 332715
    - iii. Tony Weiss would check if he has certificate but if not can take time off to attend 331901
4. Preparations for 2017 Fair (see list attached)
  - a. . Bampton Town Council(BFC)

B FC has been re constituted and 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. Action required

    1. to check number of tabards and order more if needed
    2. Book St John Ambulance cover
    3. Order brown bins but only 20this year
    4. Book temporary toilets
    5. Check road signs
  - b. Tolly – Penny reported she had sent out around 120 e mails to prospective stall holders and had 4 bookings already. Bill and Sherie Webber will help with street marking out in October
  - c. Rotary.I- Alan will check marquees and arrange repair, Booking forms updated and on web site for Craft Fair, Local Producers and traditional Skills.
5. **Any Other Business**
  - a. Correspondence had been received from Debbie Woollacott on behalf on the Scouts, this was discussed and a Penny agreed to reply

- b. Davis Dotsford agree to become Treasurer of the BFWG and to assist it the finalisation of the 2016 Fair accounts.
- c. A letter from John Carr was reviewed and the points raised noted.

6. **Next Meeting** – Proposed at 4pm on date of June BTC meeting –TBA

## 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>

## **BAMPTON FAIR WORKING GROUP (BFWG) TERMS OF REFERENCE.**

### **Objective / Responsibilities.**

Bampton Fair Working Group (BFWG) is an autonomous group that has responsibility for the delivery of the ancillary Fair in conjunction with the annual historic Bampton Fair granted by Royal Charter in 1258, and held annually on the last Thursday in October

The “Owner” of the “Charter” is the Lord of the Manor, Mr. Johnson White.

BFWG works with Bampton Town Council (BTC) who are the Fair lease holder and who are wholly responsible for the infrastructure, insurance and health and safety of the Fair.

BTC have a Bampton Fair Committee who co-ordinate their responsibilities and activities.

BTC is responsible for appointing the Tolly who runs the street market under the terms of the lease, and the contract with the Showmen’s Guild for the Funfair which ensures the continuity of the Charter.

Exmoor Rotary Club assist with the running of the wider activities which make up the totality of Bampton Fair. Bampton Charter Fair is a recognised National Heritage Event.

### **Terms of Reference**

1. The BFWG consists of at least two members of each from BTC and Exmoor Rotary Club, the Tolly and Town Clerk.
2. BFWG hold a bank account in its name into which is paid all income from the Fair. The Tolly keeps the accounts of the Fair and submits them for annual audit and presentation to BTC and the community.
3. BFWG has the responsibility for co-ordinating the organisation and running of the annual Fair with BTC. BFWG is responsible for the provision and maintenance of the equipment, marquees, gazebos, banners, flags, etc. all of which are stored by BTC.
4. The Town Clerk provides the Tolly with details of the BTC expenses as soon as possible after the Fair so the Tolly can prepare and present the overall Fair accounts to the BFWG. These accounts are audited annually and are made available for inspection. Within the overall BFWG accounts the tolls collected by the Tolly from the street traders under the terms of the Lease are recorded in a separate account line.
5. BTC makes an annual provision in its budget to cover the costs of providing the infrastructure for which it is responsible, BTC also receive the rent from the funfair.
6. BTC is the holder of the 10 year Fair lease for the street market and is responsible for its renewal in 2023.
7. BFWG ensures that in its account there is maintained a contingency to ensure the continuity of the Fair, to purchase, repair or replace Fair equipment and provide

funding for running extra special events on significant anniversaries of the granting of the fair Charter in 1258.

8. The BFWG bank account has a minimum of three signatories, the Tolly and two others drawn from members of the Working Group, any two of whom can sign cheques.
9. The proceeds from the Fair Tolls are divided as one third gross to the Tolly, with the net balance shared equally between BTC and Exmoor Rotary who both distribute the funds to local organisations and activities.
10. Members of the BFWG and BTC attend the Mid Devon Council run Safety Advisory Committee (SAG) who normally license events but the Fair operates under the terms of its Royal Charter. Nevertheless advice is sought from the SAG and used in the '**Event Management Plan and Risk Assessment**' which the BFWG prepares and present to the SAG for their consideration. This process ensures liaison with the SAG Authorities; Highways, Police, Fire Service, Ambulance Service, Environmental and Food Safety, is maintained.
11. These Terms of Reference and the agreement with Exmoor Rotary Club are subject to review at three yearly intervals.
12. In the unlikely event that the over 750 years of continuous operation of the Fair ceases then any monies held in the BFWG Account will be dispersed by agreement between the parties in accordance with the procedure used for the distribution of proceeds.(item 9 above).

These Terms of Reference should be read in conjunction with the Standing Orders of Bampton Town Council (BTC), and the terms of reference of Bampton Fair Committee (BFC) who are responsible for provision of the infrastructure of the Fair (Road Closures, Cones, Signage, Portaloos, St John Ambulance, Street Cleaning, etc.) and for overall Health & Safety.

Dated 7<sup>th</sup> March.2017