

# Bampton Fair Committee

Clerk: Mrs. P. Clapham BA (Hons) PSLCC, Penton Chapel, Christow, Exeter, EX6 7NP

[www.bamptontowncouncil.gov.uk](http://www.bamptontowncouncil.gov.uk)

Tel: 07704 915211

Email: [clerk@bamptontowncouncil.gov.uk](mailto:clerk@bamptontowncouncil.gov.uk)

27<sup>th</sup> August 2024

To all Committee Members.

You are hereby summoned to attend the Meeting of Bampton Fair Committee on Monday 2<sup>nd</sup> September 2024 at 5.15 pm in the LARC for the purpose of transacting the following business.

Members of the public and press are welcome to all council meetings.

*Penny Clapham*

Penny Clapham, BA (Hons)  
Clerk to the Council

## AGENDA

- 1) **Apologies and Acceptance for Absence:**
- 2) **Declarations Of Interest:** In accordance with the Code of Conduct, Council members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting.
- 3) **Public Discussion** – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Fair Committee to consider on a future agenda.
- 4) **Minutes** – to agree and sign the minutes of meeting held on the 1<sup>st</sup> of July 2024.
- 5) **Event Guide & Risk Assessment** – updates to be discussed and actioned.
  - i. Fire safety and a separate risk assessment to be written. To consider the exits for both marquees and the addition of a fire extinguisher for the marquee in Ed's Yard.
  - ii. Police guidance received – to consider their advice for producing a clear command structure, reference the Purple Guide.
  - iii. Follow up from SAG meeting and in particular guidance around gas safety and Alan Barrow. Contact detail for MDDC services has been updated on the task chart (attached).

- iv. Apparently the event organiser (Bampton Council) are responsible for the safety of the build and breakdown of fair rides such as those provided by Rowlands and for checking that all their certificates are in place before the fair opens.
- v. The Event Guide requires some updating particularly as regards terrorism.

**6) Actions –**

- i. HI Vis and uniform – Cllr. L. Bull to advise.
- ii. Caravan for operations/stage for music
- iii. Social media campaign
- iv. Stewards
- v. Update on pitches

Information from the SAG meeting has been circulated to all fair committee members prior to this meeting.

The next Committee meeting will be held on 7<sup>th</sup> October 2024 at 5.15pm in the LARC.