

**Community, Leisure & Recreation Committee**

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<b>Date:</b>	<b>10 July 2018</b>
<b>Title:</b>	<b>Town Fairs</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

**Purpose of the Report**

1. To provide an update on the arrangements for the Town Fairs in September and October 2018.

**Background**

2. The Town Council is responsible for the organisation and management of the fair taking place on 20, 21 and 22 September and the small charter fair on 12 and 13 October 2018. This includes monitoring the letting of sites by the Guild and dealing with the general safety and emergency arrangements that have to be adhered to during the presence of the fairs in the town.
3. The fairs have been managed successfully with only a couple of significant incidents over a period of many years. The planning and preparation reflects the Council's role and responsibilities as 'organiser' of both events and to provide additional safeguards.
4. The September 2017 fair was unfortunately cancelled, for reasons as documented in the report to this Committee on 24 October 2017. Negotiations with the Guild continued, and as well as the October 2017 fair going ahead, a new three year agreement was signed at the Council meeting on 24 April 2018.
5. The officers work in close consultation with Thames Valley Police, the Oxfordshire Fire Service, medical contractor, SIA security personnel and the Showmen's Guild, to ensure that risks to fair visitors and staff are adequately controlled.
6. A Safety Management Plan sets out the roles and responsibilities of the various aspects of the Fairs providing the details of action to be taken should an incident or accident occur. Additional precautions were incorporated in 2017 to include emergency evacuation locations, extra barrier controls and a vulnerable person's process, which was agreed by this Committee on 25 July 2017, although never enacted because of the cancellation of the September fair. The Safety Management Plan has been fully reviewed, but as agreed with the emergency services, at a time of heightened security concern, the document is not publicised widely. A copy is available for examination on request.
7. The Guild has suggested that a brief opening ceremony be held at the September Fair, jointly with the Mayor, where the bell will be rung and a few words said reconfirming the ongoing partnership.

**Risk Assessment**

8. A Corporate Risk Assessment (Appendix 1) and an Event Management Risk Assessment (Appendix 2) are attached to this report.

**Resource Appraisal**

9. Resources are contained within allocated budgets.

**Legal Powers:** Local Government Act 1972 S145

**Recommendation:**

***The Committee is asked:***

- i) To note the report.***