

Community, Leisure & Recreation Committee

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| Date: | 16 July 2019 |
| Title: | Town Fairs |
| Contact Officer: | Cassie Pinnells, Community Services Manager |

Purpose of the Report

1. To provide an update on the arrangements for the Town Fairs in September and October 2019.

Background

2. The Town Council is responsible for the organisation and management of the fair taking place on 19, 20 and 21 September and the small charter fair on 11 and 12 October 2019. 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 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.
5. 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. 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.
6. The Guild held a brief opening ceremony at the 2018 September Fair, jointly with the Mayor, where the bell was rung and a few words said reconfirming the ongoing partnership. It is expected that something similar will take place this year, as part of an overall publicity drive.

Risk Assessment

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

Resource Appraisal

8. Resources are contained within allocated budgets.

Legal Powers: Local Government Act 1972 S145

Recommendation:

The Committee is asked:

- i) To note the report.*