

**Notes of a Milton Abbas Street Fair Trustees' meeting held at 3 Athelstan Way
on Thursday 6th June 2019 at 7:30 p.m.**

Present: - Nigel Hodder - Chair (NH), Jennifer Harrisson (JH), Brian Isherwood (BI), Freddy Robinson (FR)
John Widdowson (JW), Ellie Payne (EP - guest)

	Action
<p>1. Welcome & Apologies for Absence Apologies received from David French (DF), Stephanie Kogels and Susan Woodhouse. NH took the Chair in the absence of DF and welcomed EP to the meeting.</p>	
<p>2. Minutes of meeting held on 4th April 2019 Item 9 (Roles & Responsibilities) of the minutes were amended to provide the intended emphasis at the request of FR. NH agreed to amend and send a revised to DF for signature. The corrected minutes will also be issued to Trustees.</p>	NH
<p>3. Matters Arising None.</p>	
<p>4. Conflicts of Interest None declared for this meeting's agenda</p>	
<p>5. Ratification of email decisions None.</p>	
<p>6. Financial Update FR advised by email that we currently had a bank balance of £16,662.37 of which £8,620.51 sits in the Current Account with the balance in the Business Reserve Account.</p>	
<p>7. Risk Assessment & Event Procedures EP went through the items to be discussed at the meeting. She has spoken to PC Dave Mullins regarding the Event Checklist which he favoured. It is not a part of the Safety Manual held in the Information Centre on the day, but it was agreed that this would be a useful guide to new Org. Comm. members in future.</p> <p>A range of Policies and Procedures were presented:</p> <ul style="list-style-type: none"> • Communication, Evacuation & "Lost Child" Policies • Emergency Evacuation Procedure including a map of the site and immediate surrounding area <p>The Risk Assessment itself covered a variety of items including (but not exclusively) the following - fairground equipment, highways, evacuation, surface of car park fields, weather issues, admission & removal from the event, publicity and social media, safety barriers. The Trustees are to review the levels of risk and impact set against each time prior to sign off. It was also agreed that a list of abbreviations used would be useful.</p>	ALL EP

	<p>JH recommended that the author’s name, date and who agreed any amendments should be included on each document in addition to a proposed regular Trustee review cycle (6 monthly was agreed). Some minor recommendations were made regarding suitable amendments and EP will re-issue (via the Secretary) a revised set within 7 days.</p> <p>Trustees will then be given 7 days to read and (hopefully) agree them and sign them off by email. NH will outline the process when he issues the revised documents.</p> <p>FR acknowledged the hard work that EP has put in to get these documents to their current state.</p> <p>BI stated he had conducted some research on “bouncy castle” accidents and that while it was clear the responsibility rested with the operator, we, as event organisers, should be aware of and consider the impact regarding the Fair’s reputation should such an accident ever occur.</p> <p>EP finished by asking that a letter of thanks be sent regarding the pothole repairs on The Street to DC Highways and the Parish Council (who arranged it). There is only one outstanding issue – the gutter alongside the verge at No. 50.</p> <p>Finally, it was suggested that the on duty GP should be given a CB radio in case he/she is not at their station at the time of any incident.</p>	<p>EP</p> <p>NH</p>
<p>8. Residents Passes</p>	<p>Following discussion on the subject of requests for additional passes, it was concluded that we should continue to issue two entry passes to each household in the Parish.</p> <p>The wording agreed at the 2017 AGM that “only residents were entitled to free passes” should be included in any letter accompanying the issue of passes in 2019 and common sense and discretion is to be applied when dealing with requests for additional passes.</p> <p>JH reminded the Trustees that entry to the Street Fair is by “voluntary” donation.</p>	<p>FR</p>
<p>9. Roles, Responsibilities, Safeguarding Policies & Procedures</p>	<p>The latest version of the Safeguarding Policies and Procedures (attached) were unanimously agreed and signed off by the Trustees.</p> <p>All policy statements will be included as a part of the Safety Manual referred to above.</p>	
<p>10. A.O.B.</p>	<p>FR advised that all 120 stalls in The Street were now taken. There are no current plans to include stalls, other than catering ones in the Lake Field which is focussing on children’s entertainment.</p>	
<p>11.</p>	<p>The next meeting will be held on Monday 2nd September at 7:30 p.m. in Brian’s.</p>	