



Christmas in Crediton Sub-Committee Minutes
Tuesday, 1st October 2019 at 2.00 pm
at Old Landscore School, Greenway, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, John Ross, Jo Ward, Paul Fallon and Clare Dalley

25. To receive and accept apologies

Apologies were received from David Oliver, Alan Quick and Louise Martin.

26. Declarations of Interest

None declared.

27. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 10th September 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 10th September 2019.

28. To discuss and review actions from the previous meeting. A list of actionable points had been issued with the agenda.

ACTION: Jo to approach Wedges regarding the placement of the lights
ONGOING.

ACTION: Jo to approach Wedges regarding the placement of the lights

ACTION: Jo to test the triple stars, make a list of what is needed and contact Karen at Lamps and Tubes directly to obtain a quotation for the parts.

COMPLETE. The parts have been purchased and Jo is in receipt of them.

ACTION: To await an update from Eddie on the frame fabrication.

ONGOING. Eddie met with Roger Lee and it would appear that Roger Lee is going to make something up.

ACTION: Clare to chase Roger Lee regarding the fabrication of a frame for the Town Square Christmas tree.

ACTION: Clare to purchase the growing gift sets.

INCOMPLETE. They weren't available. Steph has sourced an alternative Wooden Cress growing Kit.

AGREED. To purchase the wooden cress growing kits and packets of cress and mustard seeds.

ACTION: Clare to purchase the wooden cress growing kits.

ACTION: Lisa to contact Abi to clarify if the puppets are able to be used

COMPLETE. Steph has spoken to Kate and she is happy for some of the puppets to be used.

AGREED: The dragon would be the best puppet to use.

ACTION: Steph to find out who will be operating the dragon.

ACTION: Site visit to be arranged when Clare returns with Sonic and Jo Ward to discuss the firework requirements.

ONGOING. Jo has been in contact with Mike at Sonic and Clare is now trying to arrange a site visit.

ACTION: Site visit to be arranged with Clare, Sonic and Jo Ward to discuss the firework requirements.

ACTION: Clare to contact Eddie Sherwood when the new triple star decorations arrive, so he can fabricate the brackets.

COMPLETE. Eddie has the brackets.

ACTION: Lisa to email the letter to Liz for checking and then print 80 copies for David to distribute to the High Street businesses.

COMPLETE.

ACTION: Jack to speak to Bruce, Chairman of the Chamber of Commerce, regarding whether it would be holding a Traders Race this year.

COMPLETE. The Chamber of Commerce will be having a Traders Race.

ACTION: Clare to check that the Fire Service has been invited to attend with an appliance, similar to previous years.

ONGOING. Clare has e-mailed them but received no response.

ACTION: Clare to check that the Fire Service has been invited to attend with an appliance, similar to previous years.

ACTION: Louise to speak to Hatter Café at the next Farmers Market to ask if they would like to attend this year's event.

COMPLETE. Yes, they can attend.

ACTION: Clare to identify additional willing volunteers to be marshals at the event.

ONGOING.

ACTION: Clare to identify additional willing volunteers to be marshals at the event.

ACTION: Clare to identify volunteers to support Andi with the parking suspension.

COMPLETE. Jo may have someone that can help and Liz said she can also help.

AGREED: Liz to help Andi with the parking suspension.

ACTION: Lisa to contact Peter Brewer for Father Christmas booking.

COMPLETE. Peter is unavailable. Jo suggested Eddie Holden, he has tentatively agreed and Clare suggested Bert Jewell although Bert normally helps with marshalling.

ACTION: Jo to chase Eddie to get a definite confirmation.

ACTION: Steph to complete Town Square plan for stalls, Scout's Batmobile photobooth- as this will require additional lighting which Jo has agreed to complete with help from Liz on placement

COMPLETE.

ACTION: Clare to send Steph an electronic plan of the Town Square.



ACTION: To confirm the attendance of the Air Cadets for the parade.
ONGOING.

ACTION: Clare to confirm the attendance of the Air Cadets for the parade.

ACTION: Steph to confirm if help is required to transport the arches from the storage container to the Guide Hut in preparation for the decoration.

ONGOING. Steph confirmed transportation is required. The Guides would like them on 5th November to start decorating.

ACTION: Jo to move the arches from the container and deliver them to the guides on 5th November.

ACTION: Jack to ask members of the Town Team if they would like to volunteer to help with the parade.

COMPLETE.

ACTION: Steph to provide the initial plan of the parade to all members of the Committee.

COMPLETE.

ACTION: To source a gazebo and a steward for the housing and staffing of the personal belongings for the Street Band and Otter Morris whilst they are performing.

COMPLETE. A town team gazebo can be used. Clare advised that it is not appropriate for the Christmas in Crediton team to provide a steward to look after the personal belonging.

ACTION. Jack to speak to Anita and explain what can be provided.

ACTION: Site meeting to be arranged before 1st October with Jo, Steph, Clare and Liz regarding the Town Square plan for the entertainment and where the stalls are to be placed. Plan where the spotlight is to be placed for Father Christmas.

COMPLETE.

ACTION: Rotary to contact Clare regarding holding a stall serving hot drinks.

ONGOING

ACTION: Rotary to contact Clare regarding holding a stall serving hot drinks.

ACTION: Lisa to clarify age categories for the Fancy Dress Competition and let David know, to ensure that age-appropriate prizes can be sought and how many are required.

COMPLETE. The age brackets are 5 & under and 6 & over.

ACTION: Mask making video to be filmed with Louise, Steph, Teresa and Lisa at Old Landscore on 24th September at 10.00 am.

COMPLETE.

ACTION: Steph to contact Alan Quick at the Crediton Courier to arrange for the template mask to be put into the paper on either the 5th or 12th October.

COMPLETE. Clare advised that she had spoken to Alan and the senior management at the paper had refused the request.

ACTION: Liz to create a window display for the Council Offices for the advertisement of the creation of the masks.

ONGOING.



ACTION: Liz to create a window display for the Council Offices for the advertisement of the creation of the masks.

ACTION: Jo and Phillip to test the lights and check the trees with volunteers, Steph and members of Rotary on 2nd and 3rd October.

ONGOING.

ACTION: Jo and Phillip to test the lights and check the trees with volunteers, Steph and members of Rotary on 2nd and 3rd October.

ACTION: Christmas trees to be put up in town w/c 4th November.

ONGOING.

ACTION: Christmas trees to be put up in town w/c 4th November.

ACTION: Poster to be changed to reflect the same time as the bookmark for the land train ending of 6.30 pm.

COMPLETE. The posters and bookmarks are at the printers.

ACTION: Lisa to check with Frank if he has made arrangements to visit the schools for the promotion of the event. It was suggested that the mask making video could be shown at the schools if they have the equipment available to show this. Steph volunteered to go into the school and Lisa agreed she could assist if required. This should be arranged before the October half term.

ONGOING.

ACTION: Lisa and Frank are arranging the assemblies, which will be after the half-term break.

29.

To discuss plans and ideas for 2019 including:

- **The Town Square event – entertainment and program**

Jack confirmed the entertainment program is on track.

The number of town team gazebos needed for the event was checked.

AGREED: Three Town team gazebos are required.

ACTION: Clare to ask the Rugby Club if they can provide a de-rig team again this year.

ACTION: Steph to find out when the arches will need to be moved from the Brownies/Guides ready for the parade.

ACTION: Clare to ensure she has two DBS checked people for the Lost Children Point, which will be at Crediton Coffee Company again.

- **The parade**

Steph issued a copy of the parade formation and Parade final position, copies of which are attached.

ACTION: Clare to ask Frank and Natalia if they will lead the Parade, walking with the two winners of the children's fancy mask competition.



- **The fancy mask competition**

AGREED: To ask Louise to oversee the Children's mask competition and liaise with the Methodist Church.

Templates would be needed to hand out with the paper plates for the mask making competition.

ACTION: Steph to devise some templates for the mask competition.

ACTION: Clare to purchase the paper plates and some elastic.

- **Lights and lighting infrastructure –**

Clare advised there were still several things she needed to do regarding the erection of the lights.

ACTION: Clare to liaise with Roger Lee and Roger Pennington regarding the delivery of the Town Square Christmas Tree.

ACTION: Clare to liaise with Tom Coober and Jo Ward regarding the decorating of the Town Square Christmas Tree.

ACTION: Clare to liaise with Roger Pennington regarding the hire of the cherry picker for the Town Square Christmas lights and arrange the necessary insurance.

ACTION: Clare to contact Lamps and Tubes to find out when the cross street decorations are being erected.

Clare advised that fifteen businesses had already confirmed they want illuminations and that they will make a donation to the project.

Clare advised that the 2018 lighting plan needs amending to accommodate the additional illuminations.

ACTION: Clare and Liz to meet and agree on the amendments to the High Street lighting plan.

ACTION: Clare to supply Paul Fallon with a copy of the lighting plan.

- **Marketing the event**

ACTION: Clare to liaise with Paul regarding the erection of the 3 banners.

It was agreed to speak to Andrew Drayton at Tesco regarding using the community board in store to help promote the event and the children's competition.

ACTION: Clare to speak to Andrew Drayton regarding advertising the event on the community board in store.

- **Road closures and traffic management**

Clare confirmed that volunteers are still needed to be marshals and stewards and she is working on this at the moment. Paul confirmed that Rotary had 6 volunteers for the whole event so far, in addition to those running the land train.



ACTION: Clare to ask Crediton Football Club if they have any members that would be willing to be marshals/stewards at the event.

Clare advised that storage near the Town Square was required in order to keep the traffic cones prior to and after the event.

AGREED: Clare to ask Morris if we could store the traffic cones in the Three Little Pigs beer garden for a few days.

- **Any other plans and ideas not covered above**

The question of where Father Christmas is going to go was discussed as the windows in the former council office building are obscured by trees. Steph Liz and Jack are looking into alternatives. The possibility of using the building next to the Three Little Pigs was discussed.

ACTION: Liz, Steph and Jack to find an appropriate place for Father Christmas to appear.

Clare raised the issue of storage. Where is all the tentage etc. going to be stored prior to and after the event? Liz said her garage may be available.

30. To review and amend, as necessary, the Event Management Plan and the Timed Project Plan.

Clare issued copies of the Event Management Plan and Timed Project Plan and asked members for feedback.

ACTION: All members to read the Event Management Plan and the Timed Project Plan and feedback to Clare for amendments.

31. To review the finances for the 2019 Christmas in Crediton project.

A copy of the Christmas in Crediton finances was provided.

32. To agree the date of the next meeting.

AGREED: The next meeting will be on Tuesday, 22nd October 2019.

33. Close

The meeting closed at 4.05 pm.

Signed ..

A large black rectangular redaction box covers the signature area. A small grey arrow points to the right from the top right corner of the box.

(Chairman)

Date:

22/10/19