



Christmas in Crediton Sub-Committee Minutes  
Tuesday, 10<sup>th</sup> September 2019 at 2.00 pm  
at the Old Town Hall, Searle Street, Crediton

Page 14

**Present:** Liz Brookes-Hocking, Stephanie Jones, David Oliver, Jack Robson, John Ross, Louise Martin, Jo Ward, Paul Fallon, Julia Pratt, Teresa Rodrigues and Lisa Blake

**18. To receive and accept apologies**

Apologies were received from Tim Matthews.

**19. Declarations of Interest**

None declared.

**20. Christmas in Crediton Sub-Committee Minutes** – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 16<sup>th</sup> July 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 16<sup>th</sup> July 2019 (Proposed by Steph).

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

**ACTION: Clare to speak to Frank about the possibility of connecting Christmas lights to the electricity supply at the flats situated at East Street/Charlotte Street.**

COMPLETE: Mr Busby has confirmed that unfortunately, the power supply into the communal area just serves a fire alarm and door entry system without capacity to supply the lighting. The main electric supply is a considerable distance from the tree and would either require underground or overground works to enable a power supply. Jo to pursue with trying to use the power from the pole next year.

**ACTION: Liz to include Boots on residents' letter distribution list.**

COMPLETE: Boots has been added to the residents' distribution letter.

**ACTION: Clare to speak to Wedges and see if it is okay to add them to the lighting plan.**

COMPLETE. Wedges have confirmed they are happy to have lights.

**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.**

ONGOING. Testing still to be completed.

**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.**

**ACTION: Clare to chase Eddie re the Town Square tree bracket.**

ONGOING. Eddie is liaising with Roger Lee regarding the fabrication of a more sturdy frame for the tree.

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

**ACTION: Steph to source children friendly seed packets/boxes that will last until next**

**Spring.**

COMPLETE. Steph has sourced several options. The favoured option is a growing gift set, which is a tiny terracotta pot with soil and seeds.

**AGREED: To purchase growing gift sets as a small present for every child that takes part in the fancy mask competition.**

**ACTION: Clare to purchase the growing gift sets.**

**ACTION: To book the Methodist Church for the fancy dress competition. Louise advised that she works for the Methodist Church and will follow this up.**

COMPLETE. The Methodist Church is booked.

**ACTION: Jack to chase up the Street Band to see if they will attend and lead the Parade.**

COMPLETE. Yes they will attend and lead the parade.

**ACTION: Steph to contact the remaining schools and pre-school groups to ascertain if they would be willing to make masks that can be carried in the parade this year.**

COMPLETE. Landscore, Haywards, Pippins and Sunflowers have confirmed. All would like to have blank mask/s provided, with the exception of Sunflowers, who wish to make one. Sandford are still undecided, they said Christmas was still too far away at present. There has been no response from Leapfrogs or the Playscheme.

**ACTION: Abi to contact Kate Gigg regarding using the puppets in the parade.**

ONGOING: No further updates on this.

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

**ACTION: Jo to chase Sonic Fireworks.**

ONGOING: Jo has made contact with Sonic and the date has been booked for the event, however the details of the display are still to be discussed and confirmed.

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

**ACTION: Jack to chase Great Western Morris.**

COMPLETE. Otter Morris are going to attend instead.

**ACTION: Steph to speak to Pippins regarding Father Christmas appearing at one of their first floor windows.**

COMPLETE. Pippins have confirmed he can.

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

ONGOING. The triple stars should be arriving mid September. Eddie will collect them as soon as they arrive.

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

**ACTION: Clare to create a letter for the High Street businesses advising them what is happening this year and asking for a donation. David volunteered to distribute.**

COMPLETE. Clare has created the letter. Lisa to email letter to Liz to check and then print off 80 copies and let David Oliver know so he can collect and distribute.

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

**ACTION: Jack to chase Stu regarding him being this year's MC.**

COMPLETE. Stu has confirmed he will be the MC.

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

ONGOING. David has been unable to get a definitive answer from Bruce regarding the Traders race.

**ACTION: Jack to speak to Bruce, Chairman of the Chamber of Commerce, regarding whether it would be holding a Traders Race this year to consider inviting others to help the success of the event as there had been a poor response last year.**

**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 the fire service and is waiting for a reply.

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

**ACTION: Liz to speak to Hatter Café to ask if they would like to attend this year's event.**

ONGOING. Liz has not been able to ask Hatter Café.

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

**ACTION: Clare to contact The Three Little Pigs Food and Marion Pyne to ask if they would like to attend this year's event.**

COMPLETE. Both Marion Pyne and the Three Little Pigs have confirmed they would like to attend again.

**ACTION: David to ask the Rotary Club if its members would be willing to install and take down the High street illuminations.**

COMPLETE. Rotary has confirmed its members will put up and take down the High Street illuminations. David has also found a few more volunteers to help them, especially as the money is going to charity

**ACTION: Clare to start identifying willing volunteers to be marshals at the event.**

ONGOING. Rotary have offered 6 volunteers.

**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.**

ONGOING.

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

**To discuss plans and ideas for 2019 including:**

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

The entertainment programme will start at approximately 2.40 pm on the Market Square. Running timings has been sent to Clare from Jack. Light switch on anticipated between 5 – 5.15pm.

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

**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.**

- **The parade**

Steph advised the Street band would be leading, followed by the Guides. Also advised may require further assistance in making sure the parade run smoothly, with people in the right place. Louise offered to help with this. Jack will ask a couple of members of the Town Team to help.

**ACTION: 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.**

**ACTION: Jack to ask members of the Town Team if they would like volunteer to help with the parade. Ensuring that fancy dress winners are escorted down from the Methodist Church and that everyone is in their correct place for the start of the parade.**

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

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

**ACTION: Site meeting to be arranged before 1<sup>st</sup> 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 spotlight is to be placed for Father Christmas.**

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

- **The fancy mask competition**

Steph advised that David had provided contact details for the mask artist Teresa. Steph has spoken to her on the phone and she has agreed to appear in the video as long as we can provide the location and someone to do the filming. Teresa feels uncertain about the paper plates and would prefer to make a template which can be used on any paper. Steph suggested that we could do a second video with plate, this would increase exposure if released separately.

David confirmed that the Chamber will provide prizes for the mask competition. These will ideally be eco friendly and sustainable. Paper plates can be supplied, a4 card could also be provided which could have the mask templates although marketing has already been started for the paper plate. Designs can be downloaded, from the website, internet. Looked at options for covering either paper plates or card.

**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.**

**ACTION: Mask making video to be filmed with Louise, Steph, Teresa and Lisa at Old Landscore on 24<sup>th</sup> September at 10am.**

**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 5<sup>th</sup> or 12<sup>th</sup> October.**

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

- **Lights and lighting infrastructure –**

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

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

- **Marketing the event**

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

**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 arrange before the October half term.**

- **Road closures and traffic management t- 6 volunteers from Rotary available.**
- **Any other plans and ideas not covered above**

**22. To discuss the finances for the 2019 Christmas in Crediton project.**  
A copy of the Christmas in Crediton finances was provided.

**23. To agree the date of the next meeting.**  
**AGREED: The next meeting will be on Tuesday, 1<sup>st</sup> October 2019.**

**24. Close**  
The meeting closed at 3.41 pm.

Signed .....

(Chairman)

Date:.....

**DRAFT**