



Christmas in Crediton Sub-Committee Minutes
Tuesday, 11th June 2019 at 2.00 pm
at the Old Town Hall, Searle Street, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, Abi, Amy, Michelle and Clare Dalley

1. To Elect a Sub-Committee Chairman for 2019-2020

It was **resolved** for Liz Brookes-Hocking to be the Sub-Committee Chairman for 2019-2020.

2. To Elect a Sub-Committee Deputy Chairman for 2019-2020

It was **resolved** for Stephanie Jones to be the Sub-Committee ^{Deputy} Chairman for 2019-2020. *ALB*

3. To receive and accept apologies

Apologies were received from John Ross, Tim Mathews, David Oliver, Alan Quick

4. Declarations of Interest

None declared.

5. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 12th February 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 12th February 2019.

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

ACTION: Clare to investigate the possibility of an additional cross street decoration being installed.

ONGOING.

ACTION: Clare to investigate the possibility of an additional cross street decoration being installed.

ACTION: Clare and Jo to investigate whether a power supply can be found to light up the East Street/Charlotte Street tree.

ONGOING.

ACTION: Clare and Jo to investigate whether a power supply can be found to light up the East Street/Charlotte Street tree.

ACTION: Jack to contact the Farmers Market and Town Team to discuss whether their gazebos could be used this year.

COMPLETE. Crediton Town Team has confirmed we can use theirs.

ACTION: Jack to look into possible sound systems for the Town Square.

COMPLETE. Jack advised that Jo has purchased a 110-volt tannoy system, which works. It was tested at The Picnic in the Park. Jo's idea is that the whole Square will be covered, with speakers in the trees and the lampposts.

ACTION: Clare to find out what the cost will be to hire the tannoy system.

ALB

Abi, Michelle and Amy arrived at 2.09 pm

ACTION: Clare to include Boots on residents' letter distribution list and double check whether this car park is used by any other High Street businesses.

ONGOING. This will be done nearer the time.

ACTION: Clare to include Boots on residents' letter distribution list and double check whether this car park is used by any other High Street businesses.

ACTION: David to discuss organising another augmented reality competition this year with the Chamber of Commerce and Yellow Mouse Studios.

COMPLETE. David has advised that the last time it was discussed Dan at Yellowmouse had advised that it is costly and he has a lot of work on.

ACTION: Clare to order the 3 date straps for the banners from Touchwood Signs.

COMPLETE. These have been received.

ACTION: Clare to start drafting possible promotional designs and material.

ONGOING. Emily at the Council offices has been designing this year's poster and had passed it to Liz for critique.

ACTION: Clare to promote the date and theme on the Christmas in Crediton Facebook page.

ONGOING. This can't be done until the design has been signed off.

ACTION: Clare to promote the date and theme on the Christmas in Crediton Facebook page.

ACTION: Clare to submit the road closure paperwork to Devon County Council.

COMPLETE. The road closure has been approved and all paperwork has been received.

ACTION: Clare to ask Jo what size sphere he used on St Lawrence Green. Clare to obtain quotations for spheres to be hung inside the stars on St Lawrence Green.

ONGOING. Jo has confirmed that the sphere used was 500mm.

ACTION: Clare to obtain quotations for 500mm spheres to be hung inside the stars on St Lawrence Green.

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

INCOMPLETE.

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

ACTION. Clare to obtain quotations to purchase 20 x 5' Christmas trees each with 200 bright white twinkling lights.

COMPLETE.

ACTION. Clare to obtain a quote for 10 new triple stars the same as those purchased last year.

COMPLETE.

ACTION. Clare to discuss with Jo what is needed to repair/refurbish the triple stars that stopped working last year.

ONGOING. Clare has e-mailed Jo and awaits further info.

ACTION. Clare to discuss with Jo what is needed to repair/refurbish the triple stars that stopped working last year.



ACTION: Clare to obtain quotations to purchase strands of warm white twinkling lights along with the required transformer.

COMPLETE.

ACTION: Clare to investigate and obtain quotations for improvements to the hole and bracket into which the Town Square Christmas tree is installed.

INCOMPLETE. This still needs to be started.

ACTION: Clare to investigate and obtain quotations for improvements to the hole and bracket into which the Town Square Christmas tree is installed.

ACTION: Clare to source an eco-friendly gift that can be given to each child that takes part in the competition.

ONGOING. There is a lot of options out there on the market. Lisa, Assistant Clerk, had suggested giving the children something they could grow. Clare felt this was a good idea as growing a plant/flower can be educational and fun and it's good for the environment. Each packet/box can be wrapped up for the child to open as a present for taking part.

ACTION: Clare to source children friendly seed packets/boxes that will last until next Spring.

ACTION: Clare to book the Old Town Hall for the fancy mask judging.

COMPLETE. The Old Town Hall isn't available until 4.00 pm at the earliest. An alternative venue will be required.

ACTION: Clare to speak to the Methodist Church to see if it is available.

ACTION: Clare to contact Crediton Youth Orchestra.

ONGOING. Clare confirmed that she has e-mailed and spoken to Alison regarding the Orchestra but as yet has not had a definitive response. Jack suggested asking Exeter Street Band again.

ACTION: Jack to ask the Street Band if they will attend and lead the Parade.

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

ONGOING. Steph has invited the schools and pre-schools to take part again, with the option to be more involved in the actual design/construction of what they carry. She has also tentatively raised the idea with Crediton playscheme. Landscore and Pippins have confirmed and she will chase the remainder. Steph also showed everyone a prototype mask banner and everyone thought it was great. Jack suggested that the puppets that were made by Turning Tides for the Tempest could be used in the Parade and carried by Turning Tides.

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.

AGREED: The puppets that were made by Turning Tides for the Tempest can be used in the Parade and carried by Turning Tides.

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

ACTION: Clare to contact pyrotechnic companies to discuss fireworks for the event.

ONGOING. Clare has e-mailed Sonic Fireworks, who provided the firework display last year. She is looking into other companies who may be able to quote.

ACTION: Clare to contact pyrotechnic companies to discuss fireworks for the event.

CLB

ACTION: Clare to contact Turning Tides and ask them if they would be interested in taking part again this year.

COMPLETE.

ACTION: Liz to contact the schools to ask if the school choirs are happy to take part this year.

ONGOING.

ACTION: Liz to contact the schools to ask if the school choirs are happy to take part this year.

ACTION: Jack to contact Winkleigh Morris and ask them if they are available to perform.

ONGOING. Jack will be asking Great Western Morris first.

ACTION: Jack to contact Great Western Morris to ask if they will perform this year.

ACTION: Frank to contact the Thai dancers to ask them if they would be interested in performing for 5-10 minutes.

COMPLETE. The Thai dancers have agreed to dance on the Town Square.

ACTION: Members to attend a site visit on the Town Square to double check the line of sight to the surrounding buildings.

INCOMPLETE.

ACTION: Members to attend a site visit on the Town Square to double check the line of sight to the surrounding buildings.

ACTION: Clare to investigate the possibilities of using a trailer, which can be decorated and backed up to the Town Square so Father Christmas can appear on that.

INCOMPLETE.

ACTION: Clare to investigate the possibilities of using a trailer, which can be decorated and backed up to the Town Square so Father Christmas can appear on that.

ACTION: Clare to book the Town Square for 23rd November 2019.

COMPLETE. Further information, such as a copy of the Event Management Plan will need to be sent to MDDC nearer the time.

7. To discuss plans and ideas for 2019 including:

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

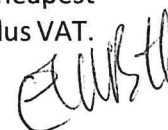
Jack said that at the last meeting someone had suggested Ceilidh, he felt this was a bad idea as a Ceilidh doesn't work due to the Town Square surface and it's the wrong kind of energy for the event. You don't want people stopping regularly for 5-10 minutes to explain the dance/steps. He said he would like to book La Juega, a band from Exeter, their music is danceable Latin American/African. He added that he thinks they are great.

AGREED: Jack to book La Juega.

The format was discussed and it was felt that the format for last year would work well for this year's event with a few tweaks. Abi confirmed that Turning Tides would like to play a set again.

AGREED: To use last year's format with a few tweaks.

Clare advised that three quotations had been obtained for first aid cover. The cheapest and most comprehensive received is from St Johns Ambulance at a cost of £120 plus VAT.



AGREED: To book St Johns Ambulance as the first aid cover for the event.

ACTION: Clare to book St John's Ambulance.

Steph suggested it would be good if mask making workshops could be done on the day, however, the lady that was going to help her can no longer be there. Abi suggested a joint gazebo, with Turning Tides selling/taking orders for Christmas wreaths and at the same time helping with the mask making workshops.

AGREED: Steph and Turning Tides to have a combined stall/gazebo. Turning Tides selling/taking orders for Christmas wreath and helping Steph with mask-making workshops.

ACTION: Steph and Abi to liaise over the joint stall/gazebo.

- **The parade**

Steph confirmed that everything is under control. She has been in contact with the Scouts and Guides who had confirmed their involvement. Also, both Landscore primary School and Pippins Preschool had confirmed their involvement.

Clare advised that the Scouts had children queueing last year to have their photo taken with the cart. The Scouts had wondered if they could charge a nominal amount to do this at this year's event. If they could they would arrive earlier with the cart.

AGREED: If children can sit in the cart, with or without brothers and sisters and friends, to have a photo taken the Scouts could charge 50p per photo.

AGREED: The parade line up worked last year and so it would be used again plus or minus a few tweaks.

The question of where Father Christmas would appear from/be seen was discussed at length and it was agreed a site visit was required.

ACTION: Clare to organise a site visit on the Town Square to establish where Father Christmas will be.

- **The fancy mask competition**

AGREED: paper plates would be available for people to collect at different points in the Town so people could create their own mask.

AGREED: mask templates should be on the Town Council website on social media, esp the Christmas in Crediton Facebook page and in the Crediton Courier to help people create their mask.

AGREED: Steph and Clare to create a video, to be loaded onto social media, showing people how they can create their mask.

ACTION: Clare to ask Lisa, Emily and Hannah if they could run the children's mask competition.

The judging of the competition was discussed. Three judges are required.

AGREED: To ask the Methodist Minister, Reverend Ann Varker, and the new Reverend of the Parish Church, Matthew Tregenza, to judge the competition, along with a local artist, yet to be agreed.



ACTION: Clare to contact Ann and Matthew to ask them if they will judge the competition.

- **Lights and lighting infrastructure**

Clare advised that she had obtained quotations for the lights requested. The Committee wanted to ensure that the trees and lights matched the existing lights previously purchased.

AGREED: To purchase from LITE 20 x 5ft artificial Christmas trees costing £1,410 together with 40 x cool white twinkling mini led lights with 20 x power leads at a cost of £1,220. Purchasing from LITE would ensure that the trees and lights matched the existing. As the trees and lights were to replace existing decorations which had deteriorated over the last 5-6 years and thus were no longer useable the total amount of money of £2,630 is to be taken from the Christmas in Crediton renewal and repairs earmarked reserve.

AGREED: To purchase 20 x warm white twinkling 24V mini led lights with 4 x power leads and 24V 230VA transformer for the Town Square Christmas tree from LITE at a total cost of £671. Purchasing from LITE would ensure that the lights were compatible with the existing Town Square Christmas tree lights. These would be paid for from the annual Christmas in Crediton budget.

AGREED: To purchase 10 x triple star decorations to match the existing ones at a total cost of £1,590 from Lamps & Tubes Illuminations. These would be paid for from the annual Christmas in Crediton budget.

ACTION: Clare to get a quotation from Mr E Sherwood to make an extra 10 brackets for the triple star decorations in order that they will fit in the High Street tree brackets.

AGREED: To instruct Lamps & Tubes Illuminations to carry out the tension testing of the catenary wires and the installation and removal of the three cross street decorations at a total cost of £1574.40.

Clare advised that she was still waiting for a quotation for the installation and removal of the High Street trees and triple stars, as well as the electrical connections that will need to be made.

ACTION: Clare to order all the lights and instruct Lamps and Tubes Illuminations regarding the installation and removal of the cross street decorations.

Jo Ward had confirmed that the sphere used inside the large star on St Lawrence Green last year was 500mm.

ACTION: Clare to obtain quotations for 10 x 500mm spheres.

- **Marketing the event**

Clare advised that Emily had designed a poster for the event and showed everyone the first draft. Clare confirmed that once the poster design reached its final draft she would circulate it to everyone for their approval. Following this, the rest of the marketing material will be created and the social media pages will be updated, currently, they still have last year's design work on them.



ACTION: Clare to circulate the final draft of the poster, via e-mail, for approval/amendment by members.

Clare advised that a letter to the High Street businesses need to be created, detailing everything that is happening this year and asking them for a donation.

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

- **Road closures and traffic management**

Clare confirmed that all the paperwork for the road closure has been received from Devon County Council. The new 50 traffic cones are being stored in the Town Councils storage container and are ready for use. She advised that volunteers will be required to help Andi put these out and supervise North Street, Parliament Street and Market Street from 12 noon when the parking suspension comes into force and whilst Andi conducts the Marshal training. Abi confirmed that members of Turning Tides can help with this.

AGREED: Members of Turning Tides will help Andi put the parking suspension traffic cones out at 12 noon.

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

It was noted that a Master of Ceremonies was needed. Everyone agreed that Stu did a great job last year.

AGREED: For Stu to be the MC if he agrees.

ACTION: Jack to ask Stu if he will be this year's MC.

8. **To discuss the finances for the 2019 Christmas in Crediton project.**

Clare circulated the budget sheet for this year's event, which was noted by members.

9. **To agree the date of the next meeting.**

AGREED: The next meeting will be on Tuesday, 16th July 2019.

Jack apologised, as he is unable to make the July meeting.

10. **Close**

The meeting closed at 3.33 pm.

Signed .



(Chairman)

Date: 16/09/2019.