



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 16 November 2021 at 10.30 at Old Landscore School**

Present: Cllrs Cairney and Brookes-Hocking, Steph Jones, Jack Robson, Liz Ledsham (Rotary), Alan Quick, Lisa Blake (Projects Officer)

62. To receive and accept apologies

Apologies were received from Cllr Huxtable (Proposed by Cllr Brookes-Hocking).

63. Declarations of Interest

Cllr Cairney declared that as a member of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

64. Christmas in Crediton Sub-Committee Minutes

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 2 November 2021 (Proposed by Cllr Brookes-Hocking).

65. To receive an update on the previous action points from the last meeting.

Action - Lisa to contact Tesco Express, High Street regarding the addition of brackets to the building- no response to email, Lisa to visit the store to arrange to speak to the manager – ONGOING spoke to assistant manager issues as not there building will return to speak to manager – Lisa to take up next year with Head Office to try and progress.

Action- Lisa and Rachel to meet with the new electrician to discuss a role specification and establish costs involved. Costings received for works for labour are approx £3840.

Action- Residents letter to be issued as in previous years and to ensure publication and advance notice of the road closure and Market Street Car park access closure during those times to be circulated- Liz will complete this in early November letters printed ready to go. COMPLETED

Action- Lisa to investigate the addition of brackets on the double garage along Union Road- not progressed this year.

Action- To speak to High Street businesses to see who would be willing to display a poster for the competition- ONGOING- will be done with High Street survey- COMPLETE

Action – Lisa to contact Morrisons to see if they would be willing to donate prizes for the top 3 highest entrants- Contacted, agreed to donate prizes. COMPLETE

Action Lisa to contact Kevin to organise for the event launch- Lisa to confirm final arrangements.

Action- To locate the arches for the parade and assess for any repairs required. Arches are in the garage Steph to confirm with Jude at Guides when and where they would like them – completed and repaired, back in the garage.

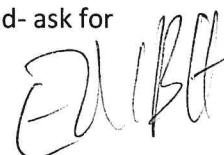
Action – Steph to contact Anita at Exeter Streetband to confirm the playing requirements for this year- awaiting contact, Steph to chase.

Action – Lisa to confirm with Jo/Ian regarding the connecting of the lights in the High Street. Being connected this week.

Action – Lisa to make contact with the East Street residents who usually decorate the Christmas Tree there. Contacted and complete.

Action – Lisa to contact headteachers of Lansdown and Haywards School to ask if they would like to be judges for the fancy dress competition.

66. **To note possible changes to the schedule relating to the COVID 19 pandemic** The Projects Officer advised that some other events in South Devon have had to be cancelled due to request from Public Health regarding the pandemic. The Committee agreed that we had plans in place to do a virtual event should the physical event not be able to be held.
67. **To consider the request received from Crediton Coffee Company to erect a gazebo over their designated seating area on the Town Square and have a table selling hot chocolate and agree any actions** It was resolved to agree with the request for Crediton Coffee Company to erect a gazebo (Proposed by Cllr Cairney).
68. **To finalise the plans for the event being held on 27 November including:**
- **The town square event-** clarify arrangements with Jo re tannoy installation and lighting etc. Programme confirmed. Clarify with stallholders regarding usage of gazebos and power required. Additional small gazebo to hold winners and Town Crier for the switch on. "Light Switch" to be located, along with the table for holding.
 - **The parade-** Exeter Street Band still awaiting confirmation. Collect Superhero artwork from the schools- Steph to do. Still awaiting confirmation from Scouts. Guides on track. Winners to be positioned in front of the scout cart and then split at the tree and go to the entertainment tents escorted by Kev Payne and Liz. The rest of the parade will continue round to the left hand side. Liz to make a speech thanking sponsors and presenting their gifts, then hand back to MC for where is Father Christmas??? Liz to share running order with Stu on the day.
[Steph to chase Exeter Streetband and Scouts from confirmation](#)
[Steph to collect Superhero artwork from the schools](#)
[Liz to share running order of speeches and thanks with Stu \(MC\)](#)
 - **The fancy dress competition-** individual prizes to be given to all entrants- preferably formed of cardboard for sustainability with a budget of £1.50 per person. Jim, Emily and 3rd volunteer to run the fancy dress competition. Liz to meet the winner at the top of Market Street. Little badges with Velcro or safety pins for entrants with numbers on.
[Lisa to purchase and wrap individual prizes for fancy dress competition](#)
[Lisa to create numbers for the fancy dress competition](#)
 - **Lights and lighting infrastructure** – all lights are now in situ. The snowman and penguin will be put into place on switch on day.
 - **Marketing the event** – bookmarks have been distributed, social media to be stepped up.
 - **Road closures and traffic management-** all completed- safety briefings to be completed by Andi Wyer on the event date.
 - **The Superhero Hunt-** Lisa and Steph to number (thanks to Anja Pope for Superhero logo and printing) and plan where they are going to go. Forms to go online, paper, hard copies available for Superhero Hunt maybe on Turning Tides Stall? Need to be in place for 27th November. Statement from Steph to go above form in Courier.
 - **Volunteers-** volunteer list completed.
 - **Any other plans and ideas not covered above-** Landtrain sign to be located- ask for contact details for delivery of Landtrain if any problems on the day.



69. To note the date of the next scheduled meeting 15 February 2022- meeting closed at 11.34am.

Signed



Date: 26/04/22 (Chairman)