



Christmas in Crediton Sub-Committee Minutes
Tuesday, 11th February 2020 at 2.00 pm
at Old Landscore School, Greenway, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, David Oliver, Louise Martin, John Ross, Alan Quick and Clare Dalley

52. To receive and accept apologies

Apologies were received from Jo Ward.

53. Declarations of Interest

None declared.

54. 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 November 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 12th November 2019.

55. To review Christmas in Crediton 2019.

Clare issued a copy of the 2019 finances. There are three payments outstanding and she is chasing the invoices for these. There is an outstanding donation of £1,000, which again she is chasing. As the figures stood Clare confirmed an underspend of £2,973.85 for Christmas in Crediton 2019. She also confirmed that the £4,370.69 from 2018, which had been allocated into an earmarked reserve, had not been touched. This meant there was a total of £7,344.54 of unspent Christmas in Crediton funds.

AGREED & RESOLVED: To move the £7,344.54 of accumulated Christmas in Crediton funds to an earmarked reserve fund for future Christmas in Crediton projects.

Everyone agreed that the band La Juega were very good.

Jack expressed concern that the school choirs overrun due to the time it takes the teachers to organise all the children.

AGREED: To reconsider the program timings for 2020 and allow more time for the school choirs.

AGREED: The program order should be changed to the following:

- School Choirs
- Morris Men (whilst School Choirs are reorganising themselves)
- School Choirs
- Morris Men (whilst Jack is setting up Turning Tides)
- Turning Tides

ACTION: Clare to update Timed Project Plan.

Steph expressed concern that Exeter Street Band has to stop when they change tunes. This caused a problem in 2019 as they stopped halfway across the Town Square, which meant the flow was lost and the path and area cleared for the Parade, by the Scouts, had filled up with members of the public.

AGREED: For Steph and Clare to meet face to face with Anita from Exeter Street Band in approx. September/ October to discuss the arrangements regarding the band.

ACTION: For Steph and Clare to meet face to face with Anita from Exeter Street Band in approx. September/ October to discuss the arrangements regarding the band.

Clare highlighted a health and safety issue with children on scooter grabbing hold of the back of the land train, so they could be pulled along. Whilst several Stewards and Marshals spoke to them and asked them not to do this for their own safety, it continued to happen.

AGREED: Once Steward to be stationed at the rear of the land train to prevent any reoccurrences in 2020.

Liz advised that if it hadn't been for members of the Rotary Club the gazebos would not have been set up.

AGREED: There must be a set-up squad.

ACTION: Clare to ask Crediton Rotary Club if they would be willing to help set up the gazebos for the 2020 event.

The de-rig worked really well, members of the Rugby Club were great in getting everything down and away.

AGREED: To ask Crediton Rugby Club if they will help with the de-rig of the 2020 event.

ACTION: Clare to ask members of the Rugby Club if they would be willing to de-rig the 2020 event.

It was noted that storage of all the equipment only worked well as Rod and Liz Brookes-Hocking had allowed their garage to be used. A central storage location is really needed.

Father Christmas appearing in the window of The Three Little Pigs has worked really well. Although David could hear the MC from up there he couldn't hear Frank when he was speaking.

AGREED: For Father Christmas to appear in the window of the Three Little Pigs. The marshal accompanying Father Christmas must be wearing a two-way radio.

ACTION: Clare to speak to The Three Little Pigs to obtain permission for Father Christmas to appear at their window.

AGREED: The pyrotechnics worked really well. Clare to request the same again but with the confetti cannons strapped to the granite pillars either side of the Christmas tree.

Louise and Steph advised that the children's mask-making competition worked really well and the hall at the Methodist Church was full. There was also quite a few masks made at the workshop gazebo in the Town Square on the day. The member of Turning Tides overseeing the workshop gazebo had to leave slightly early on the day and a parent volunteered to take over looking after the workshop gazebo.

AGREED. To use the Methodist Church again.

ACTION: Clare to book the Methodist Church for the children's competition this year.

ACTION: Clare to find a volunteer that can look after the gazebo for the whole event.

Steph confirmed the Parade went very smoothly.

David expressed concern that out of the 40 posters that he had put up around the town 22 had gone missing. Most of the 18 he took down had delaminated. Only 12 of the A5 posters that he took to the shops on the High Street had been displayed in the shop windows.

AGREED: A5 posters are not required this year.

AGREED: To revisit the marketing of the event, in order to reach a wider audience in a more sustainable way.

John advised that two cars had tried to turn into Market Street and had been dealt with by Marshals.

Alan advised that he still has a star on the Courier Office. This is because the building had scaffolding up over Christmas and Rotary could not gain access to it to remove it.

ACTION: David will speak to Paul Fallon at the Rotary Club and ask if it can be removed.

56. To discuss plans and ideas for Christmas in Crediton 2020 including:

- **The date**

Clare advised that the last Saturday in November is the 28th. This is also the 4th Saturday in the month so there won't be a Farmers Market in the Town Square.

AGREED. This year's Christmas in Crediton event will be held on Saturday 28th November.

- **The theme**

Clare suggested a hat theme. Steph suggested this could be based around Santa losing his hat, with the children needed to design Santa a new hat. Steph has written a Santa's lost hat poem that can help promote the event. Steph also suggested there could be a separate 'hunt the hat' competition involving the shops.

AGREED. The theme will be Santa's Hattastic Christmas in Crediton.

- **The town square event**

The arrangements for this year's event were discussed.

AGREED: The Land train is so popular it must be booked for this year's event.

ACTION: Clare to book the land train again.

ACTION: Clare to book the pyrotechnics as agreed above.

ACTION: Clare to ask Crediton Coffee Company if they will be the Lost Children point for this year's event.

ACTION: Clare to book St John's Ambulance for the provision of first aid.

ACTION: Clare to book the two-way radios.

ACTION: Clare to speak to Turning Tides to see if they would like to be involved with this year's event.

ACTION: Liz to contact the School Choirs to see if they would like to be involved with this year's event.

ACTION: Jack to contact Otter Morris and ask them if they will perform at this year's event.

ACTION: Clare to ask Peter Brewer if he will be Father Christmas.

ACTION: Jack to find a suitable band.

- **The parade**

It was felt that the parade worked really well last year and therefore a similar format should be used this year.

AGREED: To use a similar format for this year's parade as was used in 2019.

- **The children's competition**

As the mask making competition had been so successful in 2019, it was felt that a hat competition would be good for this year's event. Steph's poem along with short videos showing children how they can make different hats will help promote the competition.

AGREED: This year there will be a hat competition.

ACTION: Members to think of three people who could judge the competition.

- **Lights and lighting infrastructure - Solar Lights Mill street**

AGREED. To use the High Street lighting plan that was used in 2019, as the illuminations had been extremely effective and there were no complaints received from businesses.

It was noted that an electrical supply could not be found for the tree on Mill Street. Clare suggested using solar lights.

ACTION: Clare to investigate solar lights for the tree on Mill Street.

The Rotary Club had done a fantastic job of putting up and taking down the lights.

ACTION: Clare to speak to Paul Fallon at the Rotary Club as ask if club members would be willing to put up and take down this year's lights.

St Lawrence Green looked great.

AGREED. The lighting at St Lawrence Green is to remain the same for 2020.

It was agreed that as Jo hadn't been able to make the meeting that he should be contacted for his thoughts on this year's lighting.

ACTION: Clare to contact Jo for his thoughts on this year's lighting.

Clare advised members that Blachere has released a new eco range and this would be worth looking into for the purchase of any new/replacement lighting and decorations.

ACTION: Clare to investigate eco lighting and decorations

- **Marketing the event**

Clare confirmed that now a theme had been confirmed she would circulate the date and theme on social media. She would also get the date strap for the banners made. She advised that she had already started work on a design for the promotional material and shared this with members, who were happy with it.

AGREED: To consider how the event can be marketed in a more ecological way and how to better engage with Crediton businesses.

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

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

- **Road closures and traffic management**

Clare advised she would speak to Andi Wyer about being the Chief Marshall for this year's event. She confirmed the paperwork for the road closure would be completed and submitted prior to the next meeting, which is scheduled for Tuesday 21st April 2020.

- **ACTION: Clare to speak to Andi Wyer and ask him to be the Chief Marshall for this year's event.**
- **ACTION: Clare to submit the road closure paperwork to Devon County Council.**

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

Liz advised members that Clare had resigned from her position as Town Clerk and would be leaving on Thursday, 30th April 2020. Clare had offered to support this year's project and continue as the Overall Event Manager but she would have to charge for her time and travel expenses. Given that Clare had been the Overall Event manager for the last 6 years, members felt that they did not want to risk this year's event.

AGREED. That Clare should be the Overall Event Manager for Christmas in CREDITON 2020, and be paid £25 per hour plus travel expenses from the Christmas in CREDITON budget.

Clare confirmed she would start preparing the Event Management Plan for this year's event and advised that this year the Town Square would have to be booked with Mid Devon District Council, as the Town Council is no longer responsible for the Town Square bookings.

ACTION: Clare to book the Town Square for 28th November 2020.

Clare also advised that the new Health and Safety Officer at Mid Devon District Council had been in touch and requested that representatives of Christmas in CREDITON attended a Safety Advisory Group meeting. Clare pointed out to members that it had been several years since members had attended one of these meetings.

ACTION: Clare to arrange to attend a Mid Devon District Council Safety Advisory Group meeting.

Alan advised that he had contacted Philip Corke at CREDITON Dairy to ask if the dairy is willing to continue with its sponsorship. Philip will check and let Alan know.

Clare made some suggestions of things that could be purchased for the children's competition gift bags, including a wooden door hangers, wooden star keyrings (both of which could be painted or coloured by the children) and a dragon spiral mobile.

AGREED: For Clare to purchase the wooden door hangers, star wooden keyrings and dragon spiral mobiles for the children's competition gift bags.

ACTION: Clare to purchase the wooden door hangers, star wooden keyrings and dragon spiral mobiles for the children's competition gift bags.

57. To agree the date of the next meeting. which is currently scheduled for Tuesday, 21st April 2020.

AGREED: The next meeting will be on Tuesday 21st April 2020.

58. **Close**

The meeting closed at 3.30 pm.

Signed

Date:..... (Chairman)

DRAFT