



Christmas in Crediton Sub-Committee Minutes
Tuesday, 16th July 2019 at 2.00 pm
at the Old Town Hall, Searle Street, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, David Oliver, Tim Matthews, Louise Martin, Jo Ward, Clare Dalley and Emily Armitage

11. To receive and accept apologies

Apologies were received from Jack Robson, John Ross and Alan Quick.

12. Declarations of Interest

None declared.

13. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 11th June 2019.

It was **resolved** to amend minute number 2 by adding the word 'deputy' in order for the minute to read 'It was **resolved** for Stephanie Jones to be the Sub-Committee Deputy Chairman for 2019-2020.

It was **resolved** to agree and sign, as a correct record, the amended minutes of the meeting held on 11th June 2019.

14. 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.

COMPLETE. Clare has been unable to identify a suitable location as yet. Circumstances don't allow this to be pursued this year.

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

ONGOING. Jo advised there are overhead cables but no way of connecting in to them. It was queried whether it is possible to connect to the electrical supply at the flats owned by Mid Devon District Council. Clare suggested she asked Frank Letch to look into this.

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.

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

COMPLETE. Jo advised he would charge £75.

AGREED: To hire the tannoy system from Jo Ward at a total cost of £75.

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 completed nearer the time. Members advised that no other High Street business uses this carpark.

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

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

COMPLETE. Clare advised this has received a fantastic response.

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

COMPLETE.

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

ONGOING. Clare has spoken to the staff at Wedges who don't think it is a problem as they recall having a tree last year. Clare needs to go back when the owner is there.

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

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

ONGOING. Jo needs to test the triple stars and make a list of what is needed.

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

ONGOING. Clare met with Mr Sherwood last week and conducted a site visit and assessment of the hole for the tree. Eddie has taken the bracket and will be conferring with Roger Pennington and Roger Lee and Jo Ward who erect the tree.

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

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

ONGOING. Steph has volunteered to help with this.

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

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

ONGOING. Liz has made contact with the Church and is awaiting confirmation.

ACTION: Louise advised that she works for the Methodist Church and will follow this up.

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

ONGOING. Jack has been in touch with them and is awaiting a reply.

ACTION: Jack to chase up the Street Band to see if 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

ONGOING. Steph confirmed that Sunflowers, Pippins Haywards and Landscore will be participating. She is waiting for definitive confirmation from Sandford. She has also phoned Leapfrogs and is waiting for them to get back to her. She hasn't heard from CREDITON playscheme.

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.

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

ONGOING. Kate is really busy at the moment so, Abi hasn't spoken to her yet. Turning Tides do have puppets though and would love to be part of it.

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 contacted Sonic twice and they have not come back to her. She also arranged a site meeting with another company based in North Devon but they didn't turn up! The next company is in Plymouth and it is highly unlikely that they will travel from Plymouth for the number of fireworks required. Jo said he would chase up Sonic.

ACTION: Jo to chase Sonic Fireworks.

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

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

ONGOING. Jack has been in touch with them and is awaiting a reply.

ACTION: Jack to chase Great Western Morris.

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

ONGOING. Clare advised that having considered this further she thinks this could be problematic as it will be blocking vehicular access from the Town Square. Steph advised that Pippins had suggested using the former Council Office building and Father Christmas appearing at the 1st floor window.

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

ACTION: Clare to book St John's Ambulance

COMPLETE.

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

COMPLETE. Steph confirmed she is in contact with Abi.

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

COMPLETE. All three have agreed.

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

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

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.

ONGOING. Clare met with Mr Sherwood last week and requested a quote for the extra 10 brackets. Eddie said the cost will be approximately the same as last year. They have agreed to wait until the new triple stars have arrived before fabricating the brackets, just in case anything is different with the new ones.

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

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

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

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

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

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.

ACTION: Jack to ask Stu if he will be this year's MC
ONGOING. Jack has been in touch with Stu and is awaiting a reply.

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

To discuss plans and ideas for 2019 including:

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

It was agreed that everything was on track.

David confirmed that he would speak to Bruce, Chairman of the Chamber of Commerce, regarding whether it would be holding a Traders Race this year.

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

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.

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

- **The parade**

Steph advised that everything is in hand.

- **The fancy mask competition**

Please see actionable points above.

- **Lights and lighting infrastructure**

Clare advised that, as yet, she had been unable to secure a contractor to put up the High Street illuminations. She also advised that the festoon lighting and High Street trees, in storage, needed to be checked, and volunteers were required to assist Jo in this. Clare suggested that it may be possible to use the Old Lansdowne School building to do this in October just prior to them being put up.

David suggested that Rotary Club members may be willing to put up and take down the High Street illuminations if The Council donated to the Club the money it would have given a contractor. That way the money will go directly to charity.

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

- **Marketing the event**

Clare confirmed that the marketing of the event was all in hand. As soon as she knew where the competition was being held, she could get the material off to the printers.

- **Road closures and traffic management**

Clare confirmed everything is in hand. She has now started to find volunteer marshals and stewards for the event. She confirmed she had spoken to members of the Lions Club and would shortly be submitting a formal request for help. A total of 16 marshals are required for the road closure points. This is in addition to the parade and town square stewards.

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

Clare also confirmed that able-bodied volunteers were needed to help Andi with the coning to enforce the parking suspension from 12 noon.

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

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

Steph asked if the Air Cadets were coming as they taped off the area in the Town Square for the parade participants.

ACTION: Clare to contact Crediton Air Cadets.

Clare expressed concern regarding the level of work generated for her by Christmas in Crediton. It was agreed to separate out the civic responsibility of the event and for Clare to concentrate on the lighting infrastructure, finances and the overall event management. It was acknowledged Clare needed to stop taking so much on and delegate more.

15. **To discuss the finances for the 2019 Christmas in Crediton project.**
Clare apologised as she didn't have the budget sheets with her at the meeting. She advised that she would circulate them after the meeting via e-mail.

16. **To agree the date of the next meeting.**
AGREED: The next meeting will be on Tuesday, 10th September 2019. Clare advised that she would not be present at this meeting.

AGREED: To change the date of the meeting scheduled for the 8th October 2019 to Tuesday, 1st October 2019.

17. **Close**
The meeting closed at 3.33 pm.

Signed

(Chairman)

Date:.....

DRAFT