



To All Credition Town Councillors

You are hereby summoned to attend a **Christmas in Credition Sub-Committee meeting**, which will be held on **Tuesday, September 5, 2023, at 10:30, at The Bungalow, 8 North Street, Credition, EX17 2BT.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC

Town Clerk

Wednesday, 30 August 2023

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

1 - Apologies

To receive and accept apologies (apologies should be made to the Town Clerk).

2 - Declarations of Interest and Requests for Dispensations

To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.

To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting).

3 - Christmas in Crediton Sub-Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 04 July 2023, as a correct record (minutes will be issued with the agenda).

4 - Climate Emergency

To note that decisions will be made with climate emergency at the forefront of decision and policy making

5 - Action points from the previous meeting

- To discuss the use of light projections on the Town Square
 - To discuss putting rope lighting on the railings at Union Terrace
 - To receive an update on the sponsorship from local businesses
 - To receive an update on using solar-powered uplighting for the tree at East Street
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6 - Lighting Infrastructure

To note the quotation received for the annual testing of the catenary wires and rental, installation and removal of the cross-street decorations for 2023 (quotation will be issued with the agenda)

7 - Entertainment

- To discuss the running order for the event and agree any actions
 - To discuss extending entertainment to the high street and agree any actions
 - To discuss holding a puppet-making workshop alongside the Punch & Judy shows and agree any actions
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8 - Event formalities

To note the booking of First Aid cover for the 2023 event

9 - Finances

To receive an update on the Christmas in Crediton budget for 2023

10 - Date of next meeting

To discuss moving future meetings to a Wednesday or Friday and agree the next meeting date

Reports Pack

[AI 4 - Previous minutes.pdf](#)

[AI 6 - Lighting Infrastructure Quote.pdf](#)



Christmas in Crediton Sub-Committee Minutes
Tuesday, 04 July 2023 at 10.30 at The Bungalow, 8 North Street, Crediton

Present: Cllr Brookes-Hocking, Cllr Huxtable, Cllr Cairney, Alan Quick and Emma Anderson
(Deputy Clerk)

Apologies: Paul Fallon and Jack Robson

1. Election of Chair for 2023/24:

- **To seek nominations and elect the Chair for the ensuing year**

It was **resolved** to elect Cllr Brookes-Hocking as Chair (Proposed by Cllr Cairney)

2. Election of Deputy Chair for 2023/24:

- **To elect the Deputy Chair for the ensuing year**

It was **resolved** to elect Cllr Huxtable as Deputy Chair (Proposed by Cllr Brookes-Hocking)

3. Apologies:

- **To receive and accept Town Councillor apologies**

It was **resolved** to receive apologies from Paul Fallon and Jack Robson (Proposed by Cllr Brookes-Hocking)

4. Declarations of Interest and Requests for Dispensations:

- **To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

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.

- **To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

None received.

5. Christmas in Crediton Sub-Committee Minutes:

- **To approve and sign the minutes of the meeting held on Tuesday 02 May 2023, as a correct record**

It was **resolved** to approve the minutes (Proposed by Cllr Brookes-Hocking)

6. Climate Emergency:

- **To note that decisions will be made with the climate emergency at the forefront of decision and policy making**

This was **noted**.

7. Action points from the previous meeting:

- **To discuss the idea of a choir competition**

As Paul Fallon was not present, it was agreed not to pursue the idea this year, particularly as the schools are soon approaching the end of term.

- **To consider the Christmas themed hunt for children/families (draft idea had been issued with the agenda)**

It was agreed to run the Christmas themed hunt, with the winner of a random drawer switching on the lights.

- **To discuss feedback from nurseries and primary schools regarding last year's event (feedback had been issued with the agenda)**

It was agreed for the primary school performances to take place at 15.05 and Turning Tides to perform at 14.40. This will reduce the time between the choirs finishing and assembling for the parade to 45 minutes. The draft running order will be as follows:

14.00 - Otter Morris

14.20 - Punch & Judy

14.40 - Turning Tides

15.05 - Haywards & Lanscore School Choirs

15.30 - Punch & Judy

15.50 - Otter Morris

16.05 - Main band

16.30 - Lantern Procession

16.45 - Parade Begins

17.00 - Light Switch-On

17.10 - Main band

18.00 - Event finish

- **To consider the quotation received to develop the lantern procession for this year's event, for approval by Planning & Town Strategy Committee**

Quotation had been issued with the agenda. It was **resolved** to accept the quotation for approval by the Planning & Town Strategy Committee. (Proposed by Cllr Brookes-Hocking).

- **To discuss the involvement of Crediton Youth Service in the 2023 event**

The Deputy Clerk confirmed that Crediton Youth Service will have a stall selling festive treats baked by the young people. Bottles of squash would also be available to purchase.

- **To discuss using light projections on the Town Square**

The Deputy Clerk shared some quotes obtained for light shows/lasers/projectors however members agreed these did not represent good value for money.

It was agreed to explore the option of Father Christmas appearing from R&G Barbershop this year, with projectors sited on the columns behind the Christmas tree.

Cllr Huxtable suggested the use of drones for light effects.

- **To discuss putting rope lighting on the railings at Union Terrace**

Still waiting for confirmation from Devon County Council.

- **To receive an update on the sponsorship leaflet**

The Deputy Clerk confirmed this had been emailed to high street traders. Printed leaflets are also ready for distribution to the industrial estate and high street businesses.

- **To receive an update on using solar-powered uplighting for the tree at East Street**

The Deputy Clerk confirmed these have been purchased and are waiting to be tested.

8. Lighting infrastructure:

- **To consider the quotation received to purchase an additional illuminated sphere for St Lawrence Green, for approval by Planning & Town Strategy Committee**

It was **resolved** to purchase an additional illuminated sphere at a cost of £154, for approval by Planning & Town Strategy Committee. (Proposed by Cllr Huxtable)

- **To receive the report and consider the quotations therein to purchase new lighting infrastructure suitable for the high street brackets, for approval by Planning & Town Strategy Committee**

It was **resolved** to purchase 24 x Option Two at a cost of £2,085.60, for approval by Planning & Town Strategy Committee. (Proposed by Cllr Brookes-Hocking)

9. Consultation feedback:

- **To receive feedback from the consultation questionnaire published in May and agree any actions for the 2023 event**

Members discussed the feedback received. The most popular request for 2023 was the return of a land train. The Deputy Clerk had investigated electric powered land trains however these are not available to hire, and the purchase cost was over £100,000. It was agreed to publish a short post on social media acknowledging this and the negative environmental impacts of the land train hired previously.

The Deputy Clerk met with Jack Robson to discuss the request for more Christmas-related music. An update should be available at the September meeting.

Feedback had been received from a high street trader about the inclusion of the high street. The Town Clerk is planning to meet with the High Street Traders Group in August and feedback will be discussed at the September meeting.

It was **resolved** to book 2 x stilt walkers for the 2023 event at a cost of £730 + VAT, for approval by Planning & Town Strategy Committee. (Proposed by Cllr Brookes-Hocking)

It was **resolved** to book roaming Elves for the Town Square at a cost of £500, for approval by Planning & Town Strategy Committee. (Proposed by Cllr Brookes-Hocking)

10. Event formalities:

- **To consider the quotation received to hire 20 radios for the event, for approval by Planning & Town Strategy Committee**

It was **resolved** to hire 20 radios for the event at a cost of £152, for approval by Planning & Town Strategy Committee. (Proposed by Cllr Huxtable)

- **To receive the report and consider the quotations therein for first aid cover, for approval by Planning & Town Strategy Committee**

It was **resolved** to book Contractor A for first aid cover at an estimated cost of £105, with a maximum spend of £200 for approval by Planning & Town Strategy Committee. (Proposed by Cllr Huxtable)

11. To note the date of the next meeting – 05 September 2023 at 10.30

The date of the next meeting was noted. The meeting closed at 11.15.

Signed

Date:..... (Chairman)



Client: Crediton Town Council

Contact: Emma Anderson

Wednesday 5th July 2023
When replying please quote:
E4983/23

QUOTATION

Christmas Lighting Display 2023

Testing and installation of 3no. Cross Street displays in Town Centre.

▶ **Product Rental – Year 2 of 3 Year Agreement**

Cross street decorations – Star Curtain, White rope light/Red Mini Lights. REF: 123357.50 3no. @ £398.00 **£1,194.00**

▶ **Infrastructure:**

Engineers and powered access equipment to carry out load tests to existing wall fixings and update Catenary Register. 12no. @ £59.00 **£708.00**

Supply and install replacement galvanised catenary wire assemblies (top and Bottom), complete with hook/eye tensioners/D-Shackles etc. 2no. @ £480.00 **£960.00**

▶ **Annual Installation and Removal:**

Provide Engineers and powered access equipment to install and Commission displays to include removal at end of season. 3no. @ £520.00 **£1,560.00**

All prices plus VAT. Terms overleaf