



To All Credition Town Councillors

You are hereby summoned to attend a **Christmas in Credition Sub-Committee meeting**, which will be held on **Wednesday, November 8, 2023, at 11:00, at The Bungalow, 8 North Street, 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, 01 November 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

34 - Apologies

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

35 - 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)

36 - Christmas in Crediton Sub-Committee Minutes

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

37 - Climate Emergency

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

38 - Action points from the previous meeting

- To receive an update on using light projections on the Town Square
- To receive an update on lights on Union Terrace
- To receive an update on decorating the tree at East Street

39 - Entertainment

To discuss the entertainment planned for the 2023 event and agree any further actions (running order will be issued with the agenda)

40 - Event formalities

To discuss the event formalities, including road closure volunteers, and agree any actions

41 - Event promotion

To receive an update on the promotion of the event

42 - Finances

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

43 - Date of next meeting & reports

To note that the date of the next meeting will be Wednesday 07 February 2024

Attachments

[AI 36 - Christmas in Crediton Minutes 04.10.23.pdf](#)

[AI 39 - Final Running Order.pdf](#)



Minutes of the Christmas in Credition Sub-Committee meeting of the Working Groups held on Wednesday, October 4, 2023 at 11:00 in The Bungalow, 8 North Street, EX17 2BT.

Present:	Cllrs Liz Brookes-Hocking and Jim Cairney, Alan Quick, Jack Robson and Jo Ward
Apologies:	Cllr Steve Huxtable and Paul Fallon
In Attendance:	Jo Davey
Minute Taker:	Emma Anderson

MINUTES

23 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr S Huxtable and Paul Fallon (Proposed by Cllr Brookes-Hocking)

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

- **To consider any dispensation requests**

There were no dispensation requests.

25 CHRISTMAS IN CREDITON SUB-COMMITTEE MINUTES

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

26 CLIMATE EMERGENCY

This was **noted**.

27 ACTION POINTS FROM THE PREVIOUS MEETING

- To arrange a site visit to test the use of light projections on the Town Square

It was **agreed** for Cllr Huxtable to bring the lights into the office to allow for the testing to take place.

- To receive an update on the rope lighting on the railings at Union Terrace

It was **agreed** to investigate the storage unit below Union Terrace and whether power could be sourced from it.

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

It was **agreed** for Jo Ward to test these.

28 ENTERTAINMENT

The running order was discussed and agreed as follows:

Town Square:

1400 Official Opening

1405 Turning Tides

1425 Otter Morris

1445 Sandford Sings

1520 School Choirs

1540 Otter Morris

1605 Red Dirt Band

(1615 Lantern procession assembles – top of North St)

1630 Lantern procession departs from North St

(1630 Parade assembles – top of Market St)

1645 Parade & Otter Morris leave Market St

1700 Switch on & Father Christmas

1710 Red Dirt Band

1800 Finish

Outdoor roaming entertainment:

Elves & fairy from 1400 – 1700

1500 Snow King & Queen x 30 mins

1600 Snow King & Queen x 30 mins

1700 Snow King & Queen x 30 mins

Indoor

1420 Punch & Judy

1445 Puppet Making

1540 Punch & Judy

1600 Lantern Collection

It was **agreed** for Jo Davey and Cllr Brookes-Hocking to meet to discuss creating a program to advertise the event in detail.

The Deputy Clerk advised members that the following food stalls have been booked: Rotary Club, Three Little Pigs, Thai street food, crepes and a youth club stall. Jack Robson expressed concern regarding the choice of hog roast within the food options, with regards to the climate emergency and reducing meat consumption.

29 PROMOTIONAL MATERIAL

It was **resolved** to approve the artwork for the Christmas in Crediton poster, with a few visual amendments. (Proposed by Cllr Brookes-Hocking)

It was **agreed** to put the Christmas in Crediton banners up this year and request permission at the following locations: Tesco (Wellparks), QE Drive and Cllr Downes fence (Blagdon).

30 LANTERN WORKSHOPS

The Deputy Clerk advised members that the workshops for Guides, Haywards, Landscore and Youth Club are booked in and starting from 16 October. Charlotte is just waiting on contact from the Scouts. All materials have been purchased and Charlotte is currently sourcing best value lights for the larger lanterns.

It was **agreed** for the workshop dates to be sent to Alan Quick, for photo/video opportunities.

Jack Robson left the meeting at 12.00

31 FINANCES

The Deputy Clerk provided an update on the finances.

32 DATE OF NEXT MEETING

Due to Cllr Brookes-Hocking being unable to attend 1 Nov, it was agreed that the date of the next meeting would be Wednesday, 8 November at 11.00.

The meeting closed at 12.17.

33 REPORTS PACK

Signed

Dated.....

CHRISTMAS RUNNING ORDER

<u>Outdoor Stage</u>	<u>Outdoor – Town Square*</u>	<u>Indoor</u>
1400 Official Opening	Elves from 1400 – 1800	1420 Punch & Judy
1405 Turning Tides	1500 Snow King & Queen x 30 mins	1445 Puppet Making
1425 Otter Morris	1600 Snow King & Queen x 30 mins	1540 Punch & Judy
1445 Sandford Sings	1700 Snow King & Queen x 30 mins	1600 Lantern Collection
1520 School Choirs		
1540 Otter Morris		
1605 Red Dirt Band		
(1615 Lantern procession assembles – top of North St)		
1630 Lantern procession departs from North St		
(1630 Parade assembles – top of Market St)	* and busking on High Street	
1645 Parade & Otter Morris leave Market St		
1700 Switch on & Father Christmas		
1710 Red Dirt Band		
1800 Finish		