



**Christmas in Crediton Sub-Committee Minutes  
Tuesday, 04 October 2022 at 10.30 at The Bungalow, 8 North Street, Crediton**

**Present:** Cllrs Ross and Cairney (part meeting), Jack Robson, Paul Fallon, Jo Ward, Alan Quick (part meeting) and Emma Anderson (Assistant Clerk)

**12. To receive and accept apologies**

It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking. (Proposed by Cllr Ross)

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

None declared.

**14. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton Sub-Committee Meeting held on 26 July 2022**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 26 July 2022 (Proposed by Cllr Ross)

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

This was noted.

**16. To receive an update on the previous action points for Christmas in Crediton 2022**

**ACTION: Lisa to book food stall. Lisa to investigate the purchase of a candyfloss machine. Lisa to speak to the existing food traders regarding meat free options. Committee agreed on a £25 fee for a pitch for visiting food stall.**

ONGOING: Rotary Club confirmed that meat free options could be made available, but quantities would need to be agreed nearer the time. Alan Quick recommended speaking to Andrew Drayton about a candyfloss machine as he would be able to operate it.

**ACTION: Assistant Clerk to speak to Three Little Pigs about meat free options**

**ACTION: Assistant Clerk to contact Andrew Drayton about the cost of a candyfloss machine**

**ACTION: Lisa and Alan to visit Paintpots regarding their reindeer competition to check dates don't clash.**

ONGOING: Committee members agreed that an odd object competition or similar would be most suitable. Forms could be picked up from the Town Council office or the Courier. Numbers in the shop windows need to be clearly linked to the Christmas in Crediton event to prevent confusion with the Paintpots reindeer competition.

**ACTION: Alan to talk to Elaine and other traders about arranging an odd object competition**

**ACTION: Lisa to speak to the Three Little Pigs about Father Christmas access**

INCOMPLETE.

**ACTION: Assistant Clerk to speak to the Three Little Pigs about Father Christmas access**

**ACTION: Lisa to make enquiries about the free parking dates for the Car Parks**

COMPLETE: MDDC due to email the dates week commencing 10 October.

**ACTION: Lisa to contact the Police and Fire regarding their presence for the event**

ONGOING: Chaser emails have now been sent but no response received.

**ACTION: Assistant Clerk to follow up contact made with the Police and Fire regarding their presence for the event**

**ACTION: Lisa to confirm with Three Little Pigs whether they require gazebo usage**

INCOMPLETE

**ACTION: Assistant Clerk to confirm with Three Little Pigs whether they require gazebo usage**

**ACTION: Lisa to speak to Crediton Coffee Company regarding a hot chocolate station**

COMPLETE. Crediton Coffee Company will be open for the duration of the event offering hot drinks but would not be on the Town Square.

**ACTION: Lisa Blake to look at budget with Town Clerk regarding infrastructure improvements.**

COMPLETE: Budget sheet prepared.

**ACTION: Lisa Blake to check budget for previous years for electrician costs for installation in the town. Updated members.**

COMPLETE: Assistant Clerk confirmed the previous year's budget for electrical costs as well as the budget for putting up and taking down the trees.

**ACTION: Lisa Blake to liaise with Jo Ward and Ian Rogers regarding the schedule for checking the existing lights, new infrastructure update, repairs on existing lights and installation in preparation for Christmas.**

COMPLETE. Jo Ward queried getting the cherry picker in for a second day to allow them to tidy up the lighting in the corners of the town square.

**ACTION: Assistant Clerk to discuss current arrangements made for the cherry picker hire with the Town Clerk**

**ACTION: Lisa Blake to speak to Kevin Payne regarding his fee for the Punch and Judy show**

COMPLETE. £40 per show or 2 shows would cost £70.

**ACTION: Assistant Clerk to email Jack with further information regarding length of show, space required etc. to see how it fits with the entertainment schedule.**

**ACTION: Lisa to follow up on entertainment suggestions and arrange booking**

ONGOING: Cllr Ross confirmed that she was still waiting to hear from a contact of hers who is a stilt walker. Committee members agreed the quoted price of approx. £400 for a stilt walker seemed too high.

**ACTION: Cllr Ross to follow up contact with stilt walker**

Cllr Cairney joined the meeting at 11.05 and 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.

**17. To approve the promotional material for Christmas in Crediton 2022**

The promotional material was discussed, and amendments suggested.

**ACTION: Assistant Clerk to amend promotional material and circulate to committee members via email for comments**

18. **To receive an update regarding the entertainment for Christmas in Crediton 2022 and agree any actions.**

As the fancy dress competition was not taking place this year, the committee discussed who would be switching on the lights.

**ACTION: Members to consider and put forward ideas at the next meeting**

19. **To receive an update on the Lantern theme and workshops and agree any actions**

The Assistant Clerk confirmed Charlotte Turner is arranging workshops with Scouts, Guides & Youth Club and the details of the workshops with the primary schools are being finalised.

20. **To receive an update on lighting and agree any actions**

*Alan left the meeting at 11.21*

Jo suggested investigating the possibility of a 'showstopper' element within the lighting scheme.

**ACTION: Jo to investigate 'showstopper' lighting piece.**

21. **To receive an update on the event formalities (including first aid, radio hire and the road closure) and agree any actions.**

Assistant Clerk confirmed the bookings agreed at the last meeting have been confirmed and the PRS licence has also been arranged.

**ACTION: Letters to residents to be drafted and delivered nearer to the event date**

**ACTION: Assistant Clerk to advise Spar shop of the road closure to prevent issues with deliveries**

22. **To note the date of the next meeting – 01 November 2022 at 10.30**

The date of the next meeting was noted. The meeting was closed at 11.39

Signed .....

Date:..... (Chairman)