



Christmas in CREDITON Sub-Committee Minutes  
Tuesday 12<sup>th</sup> June at 2.00 pm  
at Council Chamber, Market Street, CREDITON

Page 1

**Present:** Liz Brookes-Hocking, Anne Hughes, Steph Jones, Jack Robson, Andrew Drayton, John Ross and Clare Dalley and Jo Ward. *Ellett*

1. **To Elect a Sub-Committee Chairman for 2018-2019**  
**AGREED: For Liz Brookes-Hocking to be the Chairman for 2018-2019.**
2. **To Elect a Sub-Committee Deputy Chairman for 2018-2019**  
**AGREED: For Anne Hughes to be the Deputy Chairman for 2018-2019.**
3. **To receive and accept apologies.**  
It was **resolved** to receive and accept apologies from Frank Letch, David Oliver and Alan Quick.
4. **Declarations of Interest**  
There were no interests declared.
5. **Christmas in CREDITON Committee Minutes** – To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 24<sup>th</sup> April 2018.  
**AGREED: To agree and sign, as a correct record, the minutes of the meeting held on 24<sup>th</sup> April 2018.**
6. **To discuss and review actions from the previous meeting.** A list of actionable points had been issued with the agenda.

**ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.**  
ONGOING.

**ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.**

**ACTION: Clare and Liz to meet with three lighting companies to gain technical advice and ideas for more colour in the High Street.**

COMPLETE.

**ACTION: Clare to investigate alternative power options for the two cross street decorations located at the top of Market Street.**

ONGOING.

**ACTION: Clare to investigate alternative power options for the two cross street decorations located at the top of Market Street.**

**ACTION: Clare to investigate the recycling opportunities/capabilities of Christmas lights and decorations and identify the Christmas in CREDITON carbon footprint.**

COMPLETE.

**ACTION: Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.**

*ELWBA*

ONGOING. Clare confirmed she had been working on a draft, which she had forwarded to Liz for editing. It is hoped this will be completed and ready for distribution by the end of June.

**ACTION: Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.**

**ACTION: Clare & Liz to explore the potential candidates to replace Peter.**  
COMPLETE.

**ACTION: Clare to make the following bookings:**

- **Road closure**

COMPLETE. Clare confirmed all the paperwork had been sent out to DCC Highways.

- **First aid**

COMPLETE. Clare confirmed St John Ambulance has been booked.

**ACTION: Clare to explore fundraising options.**

ONGOING.

**ACTION: Clare to explore fundraising options.**

**ACTION: Lauren to liaise with Emma to arrange the sharing of fonts and stock images.**

INCOMPLETE. Clare advised these were no longer required for this year.

**ACTION: Clare to change the colour of the 'Winter Wonderland' wording to red and gold and circulate to members for approval.**

COMPLETE.

**ACTION: Clare to explore whether it is possible to use downstairs in the Methodist Church as this would provide more space.**

INCOMPLETE.

**ACTION: Clare to explore whether it is possible to use downstairs in the Methodist Church as this would provide more space.**

**ACTION: Clare to ask Helen Dreever, James Gregory and Dee Holly Fernley Weiner to judge this year's fancy dress competition.**

ONGOING. Clare advised that Helen and Holly had both accepted and she was just waiting to hear from James.

**ACTION: Clare to chase James Gregory regarding being a judge for this year's fancy dress competition.**

**ACTION: Liz and Steph to have a creative meeting about what needs to be done.**

COMPLETE. Liz and Steph are liaising.

**ACTION: Liz to contact a local Artist who may be interested in replacing Peter.**

COMPLETE. No longer needed. Liz is happy that with Steph and Jack on board no further replacement for Peter is needed.

**ACTION: Clare to obtain a quotation for the land train to return. Clare and Liz to visit Stuart Line Cruises to discuss the land train requirements and its reliability.**

A handwritten signature in black ink, appearing to be 'E. B. H.', located in the bottom right corner of the page.

COMPLETE. Clare confirmed that the land train is provisionally booked. It will have two carriages and Liz and Clare have met with the owners to discuss decorating the train and timings.

**ACTION: Clare to ask Peter Brewer to be Father Christmas again.**

COMPLETE. Peter is happy to oblige and has the date in his diary.

**7. To discuss plans and ideas for 2018 including:**

- **The town square event**

Jack confirmed there is a plan, which is taking shape. The headline act has been booked which is the band *LOSt Coyotes*. They play a mix of Cajun, Americana, Latin and Celtic and are upbeat. They are flexible and are happy to play for approximately half an hour before the Parade starts and again after the Light Switch-On.

Jack also confirmed that Exeter Street Band and Amy Charles Academy of Dance have been booked to perform. He is still waiting to hear back from Great Western Morris and the Mummers. He still needs to contact the schools regarding their choirs and Liz confirmed she would mention it at Landscore as she has a meeting coming up.

Jack is looking into having two separate sound systems, one for the band and one for the announcements. Jack confirmed he would alert Liz if there are any problems.

**ACTION: Jack to chase Great Western Morris and the Mummers.**

**ACTION: Liz and Jack to contact the schools regarding a choir performance.**

**ACTION: Jack to investigate the sound systems.**

John advised that Sustainable Crediton may be interested in getting involved in the event. Liz confirmed it would be great if they could help with the recycling and clearing up. John confirmed he would feed this back and update the Committee at the next meeting.

**ACTION: John to speak with Sustainable Crediton to ascertain if some of its members will help with recycling at the event.**

**AGREED: The staging arrangements will be the same as last year.**

**ACTION: Clare to find a way for the staging and tentage to moved to and from the Arts Centre.**

Jo suggested that he could talk to a professional pyrotechnic company regarding the possibility of having fireworks for the event. Andrew volunteered to measure the Town Square in July, so all the measurements are known, to help in planning the event.

**ACTION: Jo to talk to a professional pyrotechnic company.**

**ACTION: Andrew to measure the Town Square.**

The traders race was discussed and the assumption was made that it would happen again this year. Clare confirmed she would check this.

**ACTION: Clare to check if the traders race will take place this year.**

- **The parade**

Liz confirmed the Scouts and Guides are happy to be involved this year. Steph asked for their contact details so she could liaise with them.

**ACTION: Clare to forward the Scouts and Guides' contact details to Steph.**



Liz asked if Exeter Street Band are willing to be in this year's parade, as they were last year. Jack confirmed they will do whatever they did last year.

Steph asked where the Brownies and Guides' arches could be taken and stored so they can be looked at and worked on. Clare confirmed this was still being considered and she would let Steph know as soon as she had found somewhere.

**ACTION: Clare to arrange an area where the Brownies and Guides' arches can be looked at for refurbishment.**

Steph suggested asking the schools if the children could design a light weight flag that they could carry in the parade. Everyone thought this was good idea and were happy for Steph to lead on the project.

**ACTION: Steph to liaise with local schools to see if they would like to design a flag to be carried in the parade.**

**AGREED: The Town Square Event should have a small team of organisers to oversee arrangements, particularly on the day of the event. Steph, Jo, John and Liz volunteered.**

- **The fancy dress competition**

Jo suggested that the Old Town Hall would be an excellent venue for the judging of the children's fancy dress competition.

**ACTION: Clare to establish if the Old Town Hall can be booked for the fancy dress competition.**

**AGREED: Emma and Frank to do a tour of the schools promoting the fancy dress competition and the event if they are happy to do so.**

The organisation of the fancy dress competition was discussed and it was noted that Tara will not be able to do it this year. It is unlikely that other volunteers from the Chamber of Commerce will come forward. This means people need to be found to organise/arrange the competition. Clare said she had a couple of people in mind and would make some enquiries.

**ACTION: Clare to find a couple of volunteers willing to help organise and arrange the children's fancy dress competition.**

- **Lights and lighting infrastructure**

Clare advised that the 25 triple stars have arrived and, with the exception of one, which is in the office, are in the Council's storage facility. She expressed concern that she was unsure how they would fit in the flag holders, which is what they were sold for. To this end she was consulting with the supplier and local fabricators to find a solution.

**ACTION: Clare to find a solution to the installation of the triple star illuminations.**

Clare confirmed she had obtained quotations for the additional 8 warm white spheres required for the trees in the Town Square. The cheapest supplier was Lamps and Tubes Illuminations at a cost of £79 per sphere plus VAT and carriage.

**AGREED: To purchase 8 warm white spheres from Lamps and Tubes Illuminations at a cost of £79 per sphere plus VAT plus carriage.**

*EWB*

Clare confirmed she had obtained quotations for three new cross street decorations and circulated these to members for consideration.

**AGREED: To purchase 3 Star and Swirl cross street decorations from Lamps and Tubes Illuminations at a cost of £490 per decoration plus VAT and carriage. It was also agreed that Lamps and Tubes Illuminations should install the cross street decorations, to avoid any warranty issues and to ensure that they are in full working order.**

**ACTION: Clare to cancel the order placed with SAJ Windows for the installation of the cross street decorations and instruct Lamps and Tubes Illuminations instead.**

It was felt that the new cross street decoration would look even better if each one had a 300mm warm white sphere hanging in the middle of it. Whilst the cost of the spheres is minimal at £79 net, the installation cost was not known and therefore, the Committee were unsure if this addition would be financially viable for 2018. Concern was also expressed about the wind loading on the sphere and whether it would need to be anchored to the secondary catenary wire.

**ACTION: Clare to investigate the cost of installing a warm white sphere in the centre of each new cross street decoration and double check if there will be an issue with wind loading.**

Jack left the meeting at 3.00 pm

Jo advised that approximately 20 replacement bulbs were required for the festoon lighting at St Lawrence Green.

**ACTION: Jo to advise Clare of the exact bulbs needed for the festoon lighting at St Lawrence Green.**

**ACTION: Clare to order 20 replacement bulbs for the festoon lighting at St Lawrence Green.**

**AGREED: Jo will test all lights in July.**

- **Marketing the event**

Clare circulated the final draft of the poster and confirmed that Emma was now working on the bookmarks.

- **Road closures and traffic management**

Clare confirmed that all paperwork had been submitted to Devon County Council highways. She confirmed that additional traffic cones are required and she was looking into the cost of purchasing these as they could be used for other events in the town. She suggested that an application could be made to the TAP Fund to cover the costs.

**ACTION: Clare to obtain quotations for the purchase of traffic cones.**

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

It was felt that a derig and clean up team were needed at the end of the event. It was noted that some heavy lifting may be involved. The suggestion was made to contact the Rugby Club to see if any of its members could help.

**ACTION: Clare to contact Crediton Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.**



Food and drink stalls were discussed.

**AGREED:** To ask 3 Little Pigs, the German sausage lady and the Market Café if they would like to attend.

**ACTION:** Clare to contact 3 Little Pigs, the German sausage lady and the Market Café regarding the event.

John suggested Sustainable Crediton having a stall at the event.

**ACTION:** John to discuss the event with Sustainable Crediton and report back at the next meeting.

8. **To discuss the finances for the 2018 Christmas in Crediton project.**

Clare circulated the up to date budget sheet for the event.

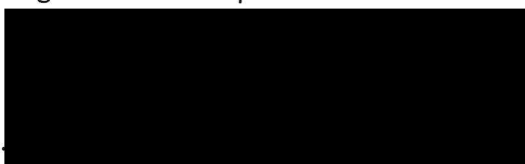
9. **To agree the date of the next meeting.**

**AGREED:** the date of the next meeting will be Tuesday 17<sup>th</sup> July 2018.

10. **Close**

The meeting closed at 3.56 pm.

Signed .....

A large black rectangular box redacting the signature of the Chairman.

(Chairman)

Date:.....

17/07/18