



Christmas in Crediton Committee Minutes
Tuesday 18th October 2016 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Dan Webb, Peter Hamilton, David Oliver, Alan Quick, Paul Fallon, Andrew Drayton and Clare Dalley

19. To receive and accept apologies

Apologies were received and accepted from Liz Brookes-Hocking, Frank Letch, Rosemary Stephenson and Tara Conabeare

20. Declarations of Interest

None declared.

21. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 13th September 2016. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 13th September 2016.

22. To discuss and review actions from the previous meeting.

ACTION: Emma to circulate the questionnaire analysis to all members.
COMPLETE.

ACTION: Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.
INCOMPLETE.

ACTION: Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.

ACTION: Clare to investigate battery operated lights for illuminating the sculptures.
ONGOING. Peter confirmed these would be ideal for illuminating the willow and tissue lanterns

ACTION: Clare to investigate battery operated lights for illuminating the sculptures.

ACTION: All Committee members to provide Clare with feedback on the shop letter so it can be finalised and distributed.
COMPLETE.

ACTION: Peter to finalise arrangements with Great Western Morris and Amy Charles regarding Street entertainment.

INCOMPLETE. Peter advised that neither Amy Charles Dance Academy nor Great Western Morris can attend the event. Peter hasn't heard back from the Mummers, so he will chase them. Peter has also sent an e-mail to QE Academy to see if any of their students can take part.

ACTION: Peter to chase the Mummers. Peter to chase QE Academy.

ACTION: Alan to contact Winkleigh Morris to see if they are available and Tedburn Amateur Dramatic Group.

ACTION: Dan to make contact with some friends who can spin/twirl poi.

ACTION: Chamber of Commerce to arrange a Fancy Dress Traders Race to take place at 5.00pm on the High Street.

ACTION: Clare to see if she can find another local dance troupe.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have at this year's event.

ONGOING. Peter advised they are thinking of selling popcorn.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have at this year's event.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.

ONGOING.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.

ACTION: Clare and Peter to meet on Thursday 15th September 2016 to discuss the finer details of the event.

COMPLETE.

ACTION: Peter to meet with Kevin nearer the time to discuss his role in this year's event in detail.

ONGOING.

ACTION: Peter to meet with Kevin nearer the time to discuss his role in this year's event in detail.

ACTION: Frank to sign up U3A volunteers on 19th October 2016.

ONGOING. Frank is attending the U3A meeting this week.

ACTION: Frank to sign up U3A volunteers on 19th October 2016.

ACTION: Clare to continue work on the timed action plan for the evening.

ONGOING

ACTION: Clare to continue work on the timed action plan for the evening.

ACTION: Clare to chase Crediton Fire Station for written confirmation that they can attend this year's event.

ONGOING. Several e-mails have been sent, but no official written confirmation has been received.

ACTION: Clare to chase Crediton Fire Station for written confirmation that they can attend this year's event.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

ONGOING.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

ACTION: Source a rag doll fancy dress outfit for Emma to wear at the school assemblies.

INCOMPLETE. Peter was asked if the Arts Centre have anything that could be used. Such as a cotton pinny/apron.

ACTION: Source a rag doll fancy dress outfit for Emma to wear at the school assemblies. Peter to check to see if the Arts Centre have anything that could be borrowed.

ACTION: Clare to book in the school assemblies.

ONGOING. Emma is arranging these at present.

ACTION: Emma to book in the school assemblies.

ACTION: David and Andrew to discuss the prizes for the children's fancy dress competition.

ONGOING. These have been discussed and the suggestion was scooters that the children could decorate themselves. Andrew suggested taking some of the prizes to the school assemblies so the children could see what the prizes are.

ACTION: Andrew to sort out the prizes. Clare to let Andrew know when the assemblies are scheduled.

ACTION: Clare to speak to Dom Lee to see if he would be willing to film the event.

COMPLETE. Dom has agreed to film the event.

ACTION: Clare to speak to Dom nearer the event to discuss further.

ACTION: Clare to contact all of last year's volunteers to ask them for help with this year's event.
ONGOING.

ACTION: Clare to contact all of last year's volunteers to ask them for help with this year's event.

ACTION: Andrew to get 15 Tesco staff to volunteer.

COMPLETE. Andrew has minimum of 10 Tesco staff plus himself.

ACTION: Clare to let Andrew know when and where the staff are needed.

ACTION: Clare to contact Ernest Jackson to see if their staff can help at the event.

ONGOING. Clare is waiting for a call back from Amanda Piper.

ACTION: Clare to chase Amanda Piper at Ernest Jackson to see if their staff can help at the event.

ACTION: Clare to find a Town Square Christmas Tree.

COMPLETE. Roger Lee has one, which will cost £150 and he will deliver it to the Town Square. Clare has also found a telehandler for £50 to get the tree in the hole.

ACTION: Clare to ensure that the tree is delivered week commencing 14th November and that there is sufficient straps, wood and helping hands to get the tree and the barriers into position.

ACTION: Clare to find 8 reliable stewards for the Parade.

COMPLETE. Rosemary has been kept up to date and is happy with the assigned individuals .

ACTION: David to provide an update on Santa's Grotto. Committee to consider where Santa will be during the event.

ONGOING. Tara is making these arrangements.

ACTION: David to provide an update on Santa's Grotto. Committee to consider where Santa will be during the event.

ACTION: Clare to contact the Town Band and ask if they are willing to play in the High Street.

ONGOING. Gill will speak to members and get back to Clare with an answer.

ACTION: Clare to chase Gill to check whether Town Band is willing to play in the Congregational Church car park.

ACTION: David to send Clare a pdf of the Chamber of Commerce's logo.

COMPLETE.

ACTION: All members to check publicity material and feedback comments, ideas and suggestions to Clare within seven days.

COMPLETE.

ACTION: Clare to locate the school boards.

COMPLETE. They are in Liz's garage.

ACTION: Clare to send Paul the artwork for the banners. Paul to get a quote to make 3 banners.

ONGOING. Paul provided quotes for the banners. It was noted that if the design was kept the same the banners could be used again and again by changing the date and time.

AGREED. To instruct Touchwood Signs to make 3 banners (one for each town entrance) at a cost of £80 plus VAT per banner and purchase 30m of roof baton at a cost of £15.

ACTION: Paul to instruct Touchwood Signs, take delivery of the banners and erect them as soon as possible.

ACTION: Frank to speak to Nigel Guthrie to see if he and Bishop Dame Sarah Mullally would be willing to do this.

COMPLETE. Bishop Dame Sarah Mullally has agreed. Clare has spoken to Matt Cordwent, Air Cadet Warrant Officer, and he has agreed to accompany her during the evening.

AGREED: For Bishop Dame Sarah Mullally to be involved in the start/finish line of the Traders Competition and possibly hand out the spot prizes for adult fancy dress competitors.

ACTION: The spot prizes for the Adult Fancy Dress Competition needs to be advertised.

ACTION: Frank to tell the children at the assemblies that their Mum and Dad's could win a prize if they dress up.

ACTION: Clare to speak to Tom Coomber about decorating the Town Square tree with lights.

COMPLETE. Tom will liaise with Jo Ward, the provisional date set is 19th November.

23. To discuss the road closure and marshalling/stewarding of this year's event

Clare provided an update. She confirmed that a meeting had been arranged with South West Highways on Wednesday, 26th October 2016, to discuss the finer details of the road closure. As people have been volunteering to be stewards and marshals, they are being allocated a position, in order to make sure all points are covered. The majority of volunteers have previously been involved in the event and know what to do, however, training and guidance will be given before the event and this is included in the schedule.

Rosemary has been allocated 6 volunteer Stewards, to help her and Peter with the Parade.

24. To receive an update on the lighting plans and agree any further action required.

Clare advised that all the new and replacement lights had arrived, however there was a problem with the 230v High Street tree lights. She advised that she is liaising with the lighting company to sort the issue.

Andrew confirmed that High Street Tesco would like trees but don't have brackets. Clare confirmed she would order two brackets. Andrew confirmed that Tesco would erect the brackets and contribute to two trees.

25. To review the Parade and agree any further actions required.

Peter advised that the Parade will 'look after itself'. The flags will be carried one per pole and flag bearers will be encouraged to tilt the poles so the flags can be seen better.

Peter and Andrew Vaccari are running two lantern making workshops at the Arts Centre next week.

Clare confirmed the party hats had arrived and showed everyone what they looked like.

26. To review the Town Square events and agree any further action required.

Clare suggested giving the competition winners medals. This will help them to stand out more in the Parade and at the Switch-on. It is also something small that children could keep and show family and friends.

ACTION: Clare to investigate the price of medals that could be given out to fancy dress winners.

Clare advised that the Super Star and Star Sponsors need to be looked after once they arrive in the Town Square.

ACTION: Emma and Sandie to look after the Sponsors as soon as the Parade reaches the Town Square.

Paul asked Peter for a plan of the Town Square regarding where everything/one is going.

ACTION: Peter to devise Town Square plan detailing where everything/one will be.

27. To discuss the Exmouth Land Train, including its route, the price of a ride and any other actions required.

ACTION: Dan, Frank, Peter and Clare to visit the Exmouth Land train.

ACTION: Andrew to be the Train Conductor.

ACTION: Train stop to be located in the parking bay outside the Council Offices

AGREED: The train ride will be a round trip from Market Street, along the High Street to St Lawrence Green, where the train will turn round and return via the High Street and North Street

AGREED: A train ride will cost 50p per seat.

ACTION: Clare to obtain copies of the Land Train's insurance and risk assessments and amend the Christmas in Crediton Risk Assessment to include the land train.

28. To review the timed Project Plan.

The project plan was reviewed.

AGREED: Electric Spank to play in the Town Square for 30 minutes before the Parade arrives between 5.15 pm and 5.45 pm

The rig and de-rig were discussed.

ACTION: Dan to provide a vehicle and trailer on the day of the 26th November to transport the tents in and out of the Town Square.

ACTION: Dan and Paul to oversee the de-rig.

29. To review the finances for the 2016 Christmas in Crediton project.

Clare circulated a copy of the finances and advised members that the project was currently on budget.

30. To agree the date of the next meeting.

AGREED: It was agreed the next meeting will be on Tuesday, 8th November 2016.

31. Close

The meeting closed at 4.19 pm

DRAFT