



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 15 November 2022 at 10.30 at The Bungalow, 8 North Street, Crediton**

Present: Cllrs Brookes-Hocking, Ross and Cairney, Jack Robson, Alan Quick and Emma Anderson
(Assistant Clerk)

12. **To receive and accept apologies**
None received.
13. **Declarations of Interest – 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.
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 04 October 2022**
It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 04 October 2022 (Proposed by Jack Robson)
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: Assistant Clerk to speak to Three Little Pigs about meat free options

ONGOING: Not yet done but Rotary have confirmed meat free options will be available.

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

COMPLETE: Andrew no longer does candyfloss but Unique Sweets & Treats will be attending with a sweet stall.

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

COMPLETE: Find the hidden message competition to run from 26 November until 16 December.

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

COMPLETE: Father Christmas will appear in window as before.

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

COMPLETE: Fire Service will attend if available and the police officer on duty will be available in Crediton if needed.

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

COMPLETE

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

COMPLETE: Tree is arriving on Sunday 20 November along with cherry picker. The cherry picker will also be hired on Monday 21 Nov for Jo and Ian to decorate the tree.

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.

COMPLETE: Punch & Judy is scheduled in for 2 x 20 min sets.

ACTION: Cllr Ross to follow up contact with stilt walker

COMPLETE: No response. 2 x reindeer stilt walkers have been booked at a cost of £680 + VAT.

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

COMPLETE: Posters have been printed and bookmarks are due to be delivered to primary schools and nurseries this week.

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

COMPLETE: It was agreed for Hilary Hamilton to be asked to turn the lights on with Liz, as well as a representative from Guides, Scouts & Crediton Youth Club holding a lantern.

ACTION: Jo to investigate 'showstopper' lighting piece.

INCOMPLETE.

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

ONGOING: Letters are ready for distribution, just awaiting confirmation on free parking dates at St Saviours Way.

ACTION: Letters to residents to be delivered nearer to the event date

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

COMPLETE.

17. To finalise the plans for the event being held on 26 November including:

- **The town square event**

Assistant Clerk confirmed there will be 6 stallholders with food and drink options. The layout of the town square entertainment was discussed and agreed.

- **The parade**

A meeting will be held with Liz and the Town Clerk to discuss specific parade arrangements.

- **Lighting**

The new spheres have arrived and are due to go up with the trees and star illuminations. The cross-street decorations are due to be delivered and installed today.

- **Marketing the event**

Posters have been printed and circulated, bookmarks are due to be distributed to primary schools and nurseries this week. Letters have also been hand-delivered to all high street traders.

- **Volunteers**

Volunteers confirmed from Rotary Club and Lions Club. The Rugby Club will also be available from 6.45 to help with de-rig.

- **Any other plans and ideas not covered above**
None

18. To review the Timed Project Plan and agree any actions

The project plan was discussed in detail with changes being made. The amended version would be circulated to members after the meeting.

19. To note the date of the next meeting – 07 February for next meeting.

The date of the next meeting was noted. The meeting was closed at 11.45

Signed .



A large black rectangular redaction covers the signature. Below the redaction, there are faint blue ink scribbles that appear to be the start of a signature.

Date:.....07/02/23..... (Chairman)