



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 15 June 2021 at 11.00 at Old Landscore School**

**Present: Cllr Steve Huxtable, Paul Fallon, Steph Jones, Jack Robson, Paul Fallon and Lisa Blake
(Projects Officer)**

1. **To elect a Sub-Committee Chairman for 2021-2022.** It was **resolved** to elect Cllr Huxtable as Chairman for 2021-2022 (Proposed by Steph Jones).
2. **To elect a Sub-Committee Vice-Chairman for 2021-2022 .** It was **resolved** to elect Steph Jones as Vice-Chairman 2021-2022 (Proposed by Paul Fallon) with the idea of Louise Martin being an additional Vice-Chairman if she agreed to this.
3. **To receive and accept apologies.** Apologies were received from Cllrs Brookes- Hocking, Martin and Jack Robson (Proposed by Cllr Huxtable).
4. **Declarations of Interest**
There were no declarations of interest.
5. **Christmas in Crediton Sub-Committee Minutes**
It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 4 May 2021 (Proposed by Alan Quick).
6. **To receive an update on the previous action points from the last meeting.**
 - Lisa to contact Tesco Express, High Street regarding the addition of Christmas Trees to the building- no response to email, Lisa to visit the store to arrange to speak to the manager- Spoke to shift manager, heard nothing further will chase again. ONGOING
 - Rachel to liaise with MDDC and DCC regarding the tree at the East St/Charlotte St junction- ONGOING- could solar lights be an option?
 - Lisa to speak to Dan @ CCC regarding late night opening on the event night to be arranged amongst the traders themselves.
 - Action- Lisa to contact key figures (Father Christmas and Kevin Payne, Town Crier) to ask about their involvement for the event (whether an actual event or virtual)- COMPLETED
 - Action- Lisa to contact Turning Tides regarding their involvement on the day of the event- COMPLETED, Turning Tides would like to be involved. The Three Little Pigs have been contacted regarding having a stall and they would like to go ahead.
 - Lisa to contact the 2 other stall holders to see if they would like a stall again on event day.
 - Action- Steph to contact Guides, Scouts, schools and nurseries regarding the theme and their involvement. To discuss singing videos to be used for social media for the event also COMPLETE.
 - Action- Lisa and Rachel to meet with the new electrician to discuss a role specification and establish costs involved- ONGOING
 - Action- Jack to contact Winkleigh Morris. ONGOING

Action- Lisa to contact St Johns Ambulance regarding First Aid cover. ONGOING.

Action- Lisa to investigate pricing of hire/purchase of a Christmas prop – investigate local towns to see if they have anything similar to swap over time.

7. **To review the budget for the 2021 event.** The Projects Officer advised that due to a change in accounting package this would follow imminently and be circulated to committee members, but there was a healthy budget due to the lighter spending in 2020. It was **resolved** to agree purchase the penguin and snowman lit props for Lamps and Tubes at a cost of £945 plus VAT.
8. **To preview the Christmas in Crediton poster and agree any further actions.** It was **resolved** to agree the final poster and start circulation on social media.
Action- Lisa to put this onto CinC facebook and begin to advertise the date and build the hype.
9. **To discuss the switch on event and entertainment and agree any actions.** It was agreed to look at quotations for additional entertainment, a laser light show, fireworks or a snow machine. Providing there were no social distancing measures in place then the parade would continue as normal. Steph suggested cardboard superhero cut outs on the bamboo sticks for the school and groups to decorate and use in the event. For the appearance of Father Christmas it was felt that other locations around the square using a window were the best option, providing there was a good line of sight to the window. Steph raised the idea of a superhero scavenger hunt in the shop windows in town, using different colour superhero logos to find around the town and that she would discuss this further with Louise before the next meeting.
Action- Lisa to research into additional entertainment and obtain information and quotations.
Action- Lisa to survey the Market Square for opportunities for a Father Christmas appearance with a good line of sight for spectators.
10. **To discuss the plans for the re-design on the boards for the base of the Christmas Tree.** It was agreed that these should be painted in a general Christmas theme rather than relevant to the varying annual theme. Steph agreed to repaint the boards in a blank colour appropriate for outdoor use and discuss with Guides and Scouts whether this would be a project that they would like to take on, due to the specialist paints involved, it was felt that this would not really be appropriate for the schools and nurseries.
Action- Lisa to locate boards and send photos to Steph.

11. **To discuss the fancy dress competition and agree any further actions.** The fancy dress competition will be for superhero costume designs. This can be adapted to full paper design if a real event is unable to be held. Need to establish who is running the competition, potentially upto 3 people. A local NHS superhero to be one/ two of the judges, plus maybe Alison Richardson from the Methodist Church.
12. **To agree the date of the next meeting.** The next meeting is to be held on Tuesday 27th July 2021 at 11am at Old Landscore School.
13. **Close-** the meeting was closed at 11.54am.

Signed

Date:..... (Chairman)