



**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 .....

Date:..... (Chairman)