



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 19 October 2021 at 10.30 at Old Landscore School**

Present: Cllr Jim Cairney, Steph Jones, Jack Robson, Paul Fallon, Alan Quick and Projects Officer, Lisa Blake.

42. **To receive and accept apologies.** Apologies were received from Cllrs Huxtable and Brookes-Hocking (Proposed by Jack Robson)
43. **Declarations of Interest**
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.
44. **Christmas in Crediton Sub-Committee Minutes**
It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 21 September 2021 (Proposed by Jack Robson).
45. **To receive an update on the previous action points from the last meeting.**
Action - Lisa to contact Tesco Express, High Street regarding the addition of brackets to the building- no response to email, Lisa to visit the store to arrange to speak to the manager - ONGOING
Action - Rachel to liaise with MDDC and DCC regarding the tree at the East St/Charlotte St junction- ONGOING- Lisa spoke to Steve Densham from MDDC regarding solar lights and this has been agreed as acceptable, currently awaiting a response from Devon County Council as to their thoughts- COMPLETED- Steve Tucker agreed to lighting the tree with the provision that the light swere static and not too bright.
Action- Lisa and Rachel to meet with the new electrician to discuss a role specification and establish costs involved. Lisa had spoken to Ian regarding the costings for the electrical work conducted by him and was awaiting a response.
Action-Lisa to get measurements of the board for Steph. COMPLETED- Lisa to touch up this year with a full redecoration to be planned as a community event next year.
Action- Window space to be enquired when Xmas tree plan is confirmed with High Street Business owners ONGOING will be completed with High St survey.
Action- Residents letter to be issued as in previous years and to ensure publication and advance notice of the road closure and Market Street Car park access closure during those times to be circulated- Liz will complete this in early November.
Action- Lisa to investigate the addition of brackets on the double garage along Union Road- ONGOING
Action- Book Methodist Church for the fancy dress competition COMPLETED.
Action- To speak to High Street businesses to see who would be willing to display a poster for the competition- ONGOING- will be done with High Street survey
Action – Lisa to pass contact details to Jack to liaise with the choir directly. COMPLETED

Action – Lisa to complete the event risk assessment and circulate to committee members in order for the quotation to be accepted and the booking confirmed. COMPLETED- Lisa to chase for confirmation.

Action – Lisa to contact Morrisons to see if they would be willing to donate prizes for the top 3 highest entrants- Contacted, agreed to donate prizes. Awaiting.

Action – Lisa to order festoon lighting and bulbs from Blachere- COMPLETED

Action – Lisa to ask sponsors Hedgerow Print if they could print 50 copies of the poster in A4 Colour for display in local shops and at local areas to promote the event- COMPLETED

Action – Steph to liaise with the school regarding the bookmarks and confirm. COMPLETED

Action – To contact judges and confirm their availability. Alison Richardson and Matthew Tregenza Lisa to send a letter to Dave Cann to confirm conversation with Cllr Cairney

Action – To arrange 3-4 volunteers to help escort children from the Methodist Church to the top of Market Street for the parade. Alison Richardson has agreed to help.

46. **To note the accepted quotation for the bins supplied by MDDC for the event and agree any actions** The quotation from MDDC had been accepted for £320, the bins will be delivered on the Thursday/Friday before the event and collected on the Monday/Tuesday.
47. **To consider the arrangements of the hire of a cherry picker for the decoration of the Town Square Christmas Tree and agree any actions.** It was agreed for the arrangements to be mirrored from last year.
Action - Lisa to contact Roger Pennington to organise the hire and storage of the cherry picker for weekend of 20/21 November.
48. **To receive an update on the Town Square entertainment and agree any actions** Jack reported that the programme was near completion, Stu had been confirmed as the MC for the event. It was suggested that the Town Crier Kevin Payne should come and do a launch at 3pm.
Action Lisa to contact Kevin to organise for the event launch
49. **To receive an update on the parade and agree any actions** Steph updated that both Landscore and Haywards have confirmed their involvement for this year. The Guides are unable to commit due to the mixing of bubbles and the current high COVID rates amongst young people, it was suggested to contact Jane at Turning Tides to see if they would be willing to be back up to carry the arches if required. Steph has tried to contact Exeter Streetband to confirm the arrangements but had not received a response.
Action- Lisa to contact Jane at Turning Tides to see if they would be willing to be back up to carry the arches should the Guides be unable to attend.
Action- To locate the arches for the parade and assess for any repairs required.
Action – Steph to contact Anita at Exeter Streetband to confirm the playing requirements for this year.

50. **To discuss the promotional material for the event and agree any actions** Steph confirmed that both Landscore and Haywards school were happy to receive bookmarks for the children. Posters will be given to businesses in town at the beginning of November to be displayed for promotion and also circulated to the schools and nurseries for their newsletter. Alan is also going to do a page spread in the Courier in November to promote the event.
Action- Lisa to confirm the number of books required and contact Hedgerow for printing.
Action – Lisa to circulate the posters to local businesses and the schools and nurseries for promotion.
Action – Lisa to write an article for the paper for the November press release.
51. **To consider the quotations and lighting for the Christmas Tree at East St/Charlotte St and agree any actions** The Projects Officer reported that she had found 20 metres of battery powered lights that had a 6 hour timer and contained 200 lights, this would mean there should only require one battery change in the time the lights are displayed. It was **resolved** to purchase 2 packs of the lights at a cost of £39.98 and to discuss with the electrician Jo Ward his thoughts on this along with the requirement of the battery changes and how this would be executed (Proposed by Jack Robson)Devon County Council had agreed to the tree being lit on the proviso that the lights were static, not too bright and wouldn't be a distraction for motorists.
52. **To receive an update on the Superhero hunt and agree any actions** Steph revealed the finished logo, the competition will be launched on the evening of the event and will run until 22 December with prizes for the top 3 highest number spotted, with a random draw for duplicated entries. The colour of the logos will not change and remain the same at each location with numbers for the children to identify where they have spotted the numbered logo. The tick sheet will be available on the Town Council facebook page with hard copies available at the Council office and the sheet to be printed in the Courier the day before the event.
53. **To receive an update on the lighting plan for the town and agree any actions** The testing of the Christmas trees and stars had been started by Jo, the catenary wire testing had been completed, the cross street decorations had been installed and the penguin and snowman lit props had been delivered. The trees and stars will be put up by Rotary on 14 November after the Remembrance Parade.
Action – Lisa to confirm with Jo/Ian regarding the connecting of the lights in the High Street.
Action – Lisa to make contact with the East Street residents who usually decorate the Christmas Tree there.
54. **To note the date of the next meeting- Tuesday 2 November 2021** The meeting was closed at 11.46am

Signed

Date:..... (Chairman)