



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 2 November 2021 at 10.30 at Old Landscore School**

Present: Cllrs Cairney and Brookes-Hocking, Steph Jones, Jack Robson, Paul Fallon, Alan Quick, Rachel Avery (Town Clerk), Lisa Blake (Projects Officer – part meeting)

55. To receive and accept apologies

Apologies were received from Cllr Huxtable (Proposed by Cllr Brookes-Hocking).

56. 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.

57. Christmas in Crediton Sub-Committee Minutes

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 19 October 2021 (Proposed by Cllr Cairney).

58. 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 spoke to assistant manager issues as not there building will return to speak to manager.

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- 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 letters printed ready to go.

Action- Lisa to investigate the addition of brackets on the double garage along Union Road- ONGOING

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- nearly complete

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 – Find a replacement judge Dave Cann is unable to come.

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- Matthew Tregenza and Kev Payne have also been asked.

Action - Lisa to contact Roger Pennington to organise the hire and storage of the cherrypicker for weekend of 20/21 November.

Action Lisa to contact Kevin to organise for the event launch- chase no 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. Completed

Action- To locate the arches for the parade and assess for any repairs required. Arches are in the garage Steph to confirm with Jude at Guides when and where they would like them.
 Action – Steph to contact Anita at Exeter Streetband to confirm the playing requirements for this year.

Action- Lisa to confirm the number of bookmarks required and contact Hedgerow for printing- Completed and ordered awaiting delivery

Action – Lisa to circulate the posters to local businesses and the schools and nurseries for promotion. Completed

Action – Lisa to write an article for the paper for the November press release. Completed

Action – Lisa to confirm with Jo/Ian regarding the connecting of the lights in the High Street. Awaiting date

Action – Lisa to make contact with the East Street residents who usually decorate the Christmas Tree there. Still to contact.

59. **To finalise the plans for the event being held on 27 November including:**

- **The town square event-** Jack confirmed everything is in place and the entertainment programme had been completed and circulated. Lisa to print these to be placed round the square before the event. Jack confirmed there will be a gazebo available if Turning Tides require.
- **The parade** -Turning Tides have said that they should be able to carry the arches if the Guides are unable too. Guides will undertake repairs to the arches, Lisa to arrange transportation. Scouts have confirmed that they are willing to be involved and will again bring the cart.
 The following schools/nurseries Haywards, Landscore, Pippins and Sunflowers are confirmed as being involved. Concern over the band and ensuring that they play a continuing piece of music for the parade to ensure it keeps the remaining parade moving once the band has stopped by the Three Little Pigs to let the children take over. Steph and Rachel to meet with the band to clarify requirements. The competition winners once entering the square and the parade finishing will then be taken by the Town Crier to the stage for the switch on.
- **The fancy dress competition** Emily to manage the fancy dress competition, Cllr Cairney also volunteered to help. One further volunteer required. Headteachers of both Landscore and Haywards school to be asked if they would be a judge for the competition.
- **Lights and lighting infrastructure** additional materials for repairs were ordered as ongoing maintenance (rope lighting £603.10 for stars repairs and new lights for additional Christmas trees £930)
- **Marketing the event** posters due to be distributed this week, awaiting bookmarks, social media to step up
- **Road closures and traffic management** all ready. Liaised with Andi regarding marshall briefings etc
- **The Superhero Hunt** Steph and Lisa to work out a plan for where the superheroes will go. Logo has been designed.
- **Volunteers** concerned for volunteer numbers as still haven't heard from Tesco re additional volunteers. Lisa to contact Councillors for support and any other volunteers we have previously used.

Cllr Cairney left the meeting at 11.00

- **Any other plans and ideas not covered above** it was agreed that having an increased number of 20 rather than 15 radios this year would be beneficial to have additional available if additional volunteers are recruited- Lisa will arrange this. Delivery is due w/c 22/11/21.

First Aid is being undertaken by South West Medical Care. There will be 3 first aiders covering the event and they will be based in the Council offices predominantly with one first aider being present in the Town Square. It was agreed that the bungalow could be used for performers, for changing and storing their personal belongings. The Arts Centre will invoice the Town Council collectively for all the entertainment, the cost is approximately £1200.

60. **To review and amend, as necessary, the Timed Project Plan** (a copy of the Timed Projection Plan will be circulated prior to the meeting) The projection plan was discussed and confirmed and will be circulated as a final copy to all committee members.
61. **To note the date of the next meeting- Tuesday 16 November 2021** The meeting was closed at 11.24am

Signed

Date:..... (Chairman)