



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 21 September 2021 at 10.30 at Old Landscore School**

Present: Cllrs Liz Brookes-Hocking and Jim Cairney, Steph Jones, Jack Robson, Mike Davis (Crediton Rotary Club Representative) and Projects Officer, Lisa Blake.

28. **To receive and accept apologies.** Apologies were received from Cllr Huxtable and Alan Quick (Proposed by Cllr Cairney).
29. **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.
30. **Christmas in Crediton Sub-Committee Minutes**
It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 3 August 2021. It was noted that the name of the band in minute number 21 was Beat NXS not Big Nicks (Proposed by Jack Robson).
31. **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 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
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.
Action - Rotary have confirmed that they would like to hold a stall at this years event- paperwork to be completed and returned.
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- Jack to confirm Winkleigh Morris booking. Confirmed and done.
Action-Lisa to get measurements of the board for Steph.
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- confirm date
Action - Check timings for requirements of road closure and parking suspension and put application in – Road Closure submitted- COMPLETED
Action- Lisa to investigate the addition of brackets on the double garage along Union Road- ONGOING

Action- Lisa to investigate the idea of lighting along the Union Terrace railings. After speaking to Mid Devon District Council they do not feel this is appropriate due to the metal contact on the railings and being publicly accessible. COMPLETED

Action- Speak to Jo regarding Tannoy system- COMPLETED

Action- Quotation for date strap banners- COMPLETED date strap banners have arrived.

Action- Check with Steve Tucker re display of signs- COMPLETED signs allowed for display for 1 week prior to the event.

Action- Jack to speak to Stu to ask if he will MC for the event- COMPLETED

Action- Lisa to contact previous volunteers to see if they would be willing to support the event again along with members of Crediton Rugby Club for the de-rigging of the event at the end- CONTACTED Rugby Team happy to de-rig would like to know how many required. Lions, Rotary and Tesco contacted for volunteers.

Action- Book Methodist Church for the fancy dress competition

Action- Confirm judges for the competition

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

- 32. To discuss the arrangement of having a band to lead the parade and agree any actions**
Jack confirmed that Exeter Street band are happy lead the procession for the same cost as 2019. Steph to liaise with Anita from Exeter Street Band, Jack will provide the relevant contact details to Steph. Band needs to have continuous music throughout the procession- Steph to contact to discuss requirements.
- 33. To discuss the request from the Crediton Mums Choir to sing at the event and agree any actions.** Jack confirmed there would be space in the entertainments programme for this and will contact the choir directly.
Action – Lisa to pass contact details to Jack to liaise with the choir directly.
- 34. To discuss the quotation received from St Johns Ambulance for First Aid Cover and agree any actions (a copy of the quotation will be circulated prior to the meeting)**
The Projects Officer advised that St Johns Ambulance required a copy of the event risk assessment before the booking could be confirmed. It was **resolved** to accept the quotation provided by St Johns Ambulance of £168 plus VAT and for the Projects Officer to complete the Risk Assessment in order for this to be accepted. (Proposed by Jack Robson) In addition, the location of where the SJA Ambulance staff are to be based was reviewed as it was noted that they required a private treatment space and their existing position at Crediton Coffee Company could not provide this. It was agreed that the Council Office should be used as a base and that this information should be shared as much as possible to avoid confusion from previous years.
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.
- 35. To discuss the Superhero hunt competition and agree any actions**
Step confirmed that the logo for the Superhero hunt had been produced and was now in the process of being finalised. The competition will be launched at the event switch on. There will be various logos in different colours at different locations in the town and a tick sheet

provided to the children (available on the website, social media, may be printed copies available at the office and maybe a copy in the Crediton Courier). There will be prizes for the top 3 entries which have found the most logos. The competition will run until 22 December when the winner will be announced via social media. Logos will be available to spot at different events ie Farmers Market and at different times. Hoping to have around 20 logos throughout the High Street with an additional 10 appearing at different times.

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

36. To discuss the lighting plan for the town and agree any actions.

The Projects Officer advised that she had spoken to Jo Ward and that there was a gap in the festoon lighting at Lawrence Green of approximately 30 metres. A quotation had been sought from the suppliers of the festoon lighting purchased the previous year- this would be for 50 metres but this could be cut the quotation was for £738.00 which would include the lamps for the 30 metres required but additional lamps for the remaining 20 metres would need to be purchased. It was **resolved** to purchase the 50 metres of festoon lighting along with the required bulbs for the full of the festoon (Proposed to Cllr Liz Brookes-Hocking)

Action – Lisa to order festoon lighting and bulbs from Blachere.

37. To discuss promotional material (posters and bookmarks) for the event and agree any actions

It was agreed that only 50 posters should be printed to avoid any unnecessary over printing. Steph will confirm with the school regarding the issuing of bookmarks and whether it will be permitted this year. It was felt that this was a popular way to promote the event to the children within the Town. The Projects Officer confirmed that the museum had been in contact and were happy to promote the event alongside their own activities. Steph is also looking into the promotional video, having younger children involved with older children as a voiceover. The video this year would be purely promotional rather than making anything. Steph will manage the individual parts of the video submitted and edit the video for completion and to be launched after October half term. It was felt that this year large window displays would not be required but maybe a small area in a window could be explored for if the event was unable to take place this area could be utilised to display some paper designs from local children and groups.

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.

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

38. To discuss the fancy dress competition and parade and agree any action

It was agreed for the fancy dress competition to be held at the Methodist Church and that this should be booked. To ask previous judges Alison Richardson and Matthew Tregenza to be judges and also a local “superhero”. The Committee suggested speaking to the local School Crossing Patrol man and ask if he would be willing to be a judge. There will again be 2 categories under 5 and 6 plus with a prize for the winner of each category- which Tesco have kindly agreed to donate. A winners placquard for each category was required so that they could be easily identified in the parade. It was agreed that 3-4 volunteers would be required

to help escort the entrants and winners from the Methodist Church to the top of Market Street for the parade.

Action- Methodist Church to be booked for Fancy Dress Competition

Action – To contact judges and confirm their availability.

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

39. To discuss the Christmas boards redecoration ideas and agree any actions

Steph had been in contact with Rich, the CTC Youth Worker regarding making arrangements for a joint workshop between the Guides and the Yuth Group to redecorate the Christmas Tree Boards. It was felt that in order to minimise risk this should just be held with managed bubbles this year. OLS was suggested as an option for the groups to come together as there is outdoor sheltered areas and a good amount of space.

Action – Dates to be confirmed around the redecoration of the boards

Action – Lisa and Steph to paint the boards to create a blank canvas before the boards are decorated by the relevant groups.

40. To note the date of the next meeting- Tuesday 19 October 2021 at 10.30 at OLS. It was further noted to add an additional meeting to be held on 2nd November at Old Landscore School at 10.30 as preparation reached the final weeks.

41. Close the meeting was closed at 11:39 am

Signed

Date:..... (Chairman)