



**Christmas in Crediton Sub-Committee Minutes  
Tuesday, 26 July 2022 at 10.30 at Old Landscore School, Greenway, Crediton**

**Present: Cllrs Ross, Cairney and Brookes-Hocking, Alan Quick, Jack Robson and Lisa Blake (Projects Officer)**

**1. To receive and accept apologies (Please make any apologies known to the Town Clerk)**

There were no apologies received

**2. 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.

**3. 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 6 July 2022**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 6 July 2022 (Proposed by Jack Robson)

**4. To note that decisions will be made with the climate emergency at the forefront of decision and policy making**

This was noted.

**5. To receive an update on the previous action points for Christmas in Crediton 2022**

**COMPLETED-** Projects Officer to look at food stalls, hot chocolate station, candy floss machine. Projects Officer updated that she had been in contact with some food stalls and 2 had come back that they were able to attend. **Lisa to book food stall. Lisa to investigate the purchase of a candyfloss machine. Lisa to speak to the existing food traders regarding meat free options. Committee agreed on a £25 fee for a pitch for visiting food stall.**

**COMPLETED-** Lisa to contact Kevin Payne to see if he would be interested in doing a Punch and Judy show on the Square- Kevin agreed to do Punch and Judy and is booked for the event.

**COMPLETED-** Lisa to contact High Street traders regarding their thoughts on a window competition. Feedback was that an odd object maybe tricky, a specific numbered object would be better with a tick sheet available. **Lisa and Alan to visit Paintpots regarding their reindeer competition to check dates don't clash.**

**COMPLETED-** Lisa to contact the Guides about their involvement, lanterns or re doing the arches- contacted, workshops will be arranged for lantern making and making good the arches.

**ACTION-** Lisa to speak to the Three Little Pigs about Father Christmas access

**ACTION-** Lisa to make enquiries about the free parking dates for the Car Parks

**ACTION- Lisa to contact the Police and Fire regarding their presence for the event (contact has been made but no response received as of yet)**

**ACTION- Lisa to confirm with Three Little Pigs whether they require gazebo usage**

**ACTION- Lisa to speak to Crediton Coffee Company regarding a hot chocolate station**

**COMPLETED- Lisa to obtain quotation for mascot style entertainment**

**6. To discuss the Christmas Lighting infrastructure options and agree any actions (this information will be circulated prior to the meeting)**

Cllr Brookes-Hocking and Lisa Blake met with Jo Ward regarding electrical infrastructure. Lisa will approach business owners to look at installing more outdoor sockets as we have very few currently. Each one will have a cost of approximately £55 including parts and labour.

Quotations had been received from both Blachere and Lamps and Tubes. It was **resolved** to proceed with the quotation from Lamps and Tubes for the 3-year hire of the cross street decorations and the purchase of 16 24 line spheres. (Proposed by Cllr Brookes-Hocking)

**Action- Lisa Blake to look at budget with Town Clerk regarding infrastructure improvements.**

**Action- Lisa Blake to check budget for previous years for electrician costs for installation in the town**

**Action- Lisa Blake to liaise with Jo Ward and Ian Rogers regarding the schedule for checking the existing lights, new infrastructure update, repairs on existing lights and installation in preparation for Christmas.**

**7. To receive an update regarding the entertainment for Christmas in Crediton 2022 and agree any actions-**

Jack Robson confirmed that the band is booked, and the entertainment line-up is complete. Budget of £1200 required for this. Lisa Blake confirmed that 2 quotations had been received for stilt walker entertainment with costs ranging from £300-400. Cllr Ross and Jack Robson provided recommendations for this entertainment to investigate. Kevin Payne is booked and happy to do a punch and judy show

**Action- Lisa Blake to speak to Kevin Payne regarding his fee for the Punch and Judy show**

**Action- Lisa to follow up on entertainment suggestions and arrange booking**

**8. To receive an update on the Lantern theme and workshops and agree any actions**

Cllr Brookes-Hocking and Lisa Blake had met with Charlotte Turner. Workshops were going to be provided to the Scouts, Guides and Youth Team to make the 5 large lanterns by Charlotte, within their own settings. There will also be a workshop run at both Haywards and Landscore Schools to make firefly lanterns. A further meeting with Cllr Brookes-Hocking, Charlotte and Lisa Blake is arranged for September.

**9. To discuss the event formalities (including first aid, radio hire and the road closure) and agree any actions**

The Projects Officer advised that a quotation for the first aid provision had been received for £225 to cover the event. A quotation for 20 contact radios had been received for £150. The Road Closure application had been completed and was ready for submission- the parking suspension had been listed for noon until 7 pm with the road closure in place from 2pm until 7pm. It was **resolved** for the quotations for the first aid and the contact radios to be accepted and for the road closure to be submitted. (Proposed by Jack Robson)

**10. To review the date of the next scheduled meeting (06 September 2022) and agree any actions** This date was agreed for the next meeting.

**11. Close the meeting closed at 11.58**

Signed .....

Date:..... (Chairman)