



**Christmas in Crediton Sub-Committee Minutes
Tuesday, 3 August 2021 at 10.30 at Old Landscore School**

Present: Steph Jones, Paul Fallon, Cllr Liz Brookes-Hocking, Jack Robson (part meeting) and Projects Officer, Lisa Blake

1. To receive and accept apologies

Apologies were accepted from Cllr Huxtable and Alan Quick. (Proposed by Steph Jones). The Projects Officer advised that Cllr Martin had resigned from the committee and that a new member was being sought.

2. Declarations of Interest

There were no declarations of interest.

3. Christmas in Crediton Sub-Committee Minutes

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 15 June 2021. (Proposed by Paul Fallon).

4. To receive an update on the previous action points from the last meeting

The following points were discussed:

- 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 – remains outstanding
- Rachel to liaise with MDDC and DCC regarding the tree at the East St/Charlotte St junction – remains outstanding
- Lisa to speak to Dan at Crediton Coffee Company regarding late night opening on the event night to be arranged amongst the traders themselves
- One of the stallholders has confirmed that they were no longer attending events, unfortunately the other stall member had not responded and has now been assumed that they would not like to attend. Paul Fallon will discuss at the next Rotary meeting as to whether they would like a stall for teas/coffees and burgers/hot dogs
- Lisa and Rachel to meet with the new electrician to discuss a role specification and establish costs involved – contact has been made, but remains outstanding
- Jack to contact Winkleigh Morris – ongoing, Jack to make further contact after they initially expressed interest
- Lisa awaiting confirmation from St Johns Ambulance for the quotation and availability
- Lisa to amend poster to be amended and circulated for approval before advertising
- The committee agreed not to proceed with the additional entertainment this year
- Committee members agreed that the best position for Father Christmas would be at the upstairs window of The Three Little Pigs - Lisa to ask permission
- Lisa had located the boards and sent photos to Steph
- The budget had been circulated.

5. To discuss the Town Square Christmas tree and associated arrangements and agree any actions

It was **agreed** for the tree to be sourced from Roger Lee and Roger Pennington, with Jo Ward, Ian ? and Tom Coomber decorating the tree with a hired cherry picker. It was agreed that decoration would take place of the Sunday before the event, with the tree being delivered the day before.

Steph discussed the tree boards. She would be happy to paint them white as a blank canvas. Whilst there had been no response from the Guides and Scouts at present, Steph thought the older children would be better- and suggested QE art students may like to help.

Action: Lisa to get measurements of the board. Rich (Youth Worker) to be contacted regarding artwork for boards.

Action: Window space to be enquired about when Christmas tree plan is confirmed with High Street business owners.

6. To discuss the road closure for the event and agree any actions

It was **resolved** for the road closure to be completed, the times will be slightly earlier this year due to the planned start of the event and activities. (Proposed by Cllr Brookes-Hocking)

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.

Action: Check timings for requirements of road closure and parking suspension and submit application.

7. To discuss the lighting plan for the town, including the option of additional lighting in the town square trees and agree any actions.

Paul and Cllr Brookes-Hocking suggested the investigation of brackets on the double garage opposite the war memorial with solar lighting and to speak to Jo regarding the possibility of lights on the railings along Union Terrace with the possibility of sourcing electricity supply from the road sweepers cupboard or the flats. Additional lights (previously used on the large Christmas tree) could also be used in the trees on the square.

Action: Lisa to investigate the addition of brackets on the double garage along Union Road.

Action: Lisa to investigate the idea of lighting along the Union Terrace railings.

8. To discuss the town square entertainment, arrangements for MC, tannoy system, marshalling for the event, fire service attendance, confirm the switch on time and discuss the stalls for the evening

Jack confirmed that the Big Nicks would finish the programme of music and that the schools and Turning Tides would also be included in the schedule. Sandford Singers asked if they could sing at the event, and Jack would look further into this regarding the scheduling. Jack will ask Stu if he will MC again. It was noted that the tannoy system belongs to Jo and Jack can supply a PA for announcements. Rotary will confirm volunteers for marshalling at their next meeting.

Action: Lisa to speak to Jo regarding tannoy system.

Action: Jack to speak to Stu to ask if he will MC for the event.

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.

9. To discuss the publicity and promotion of the event, whether date strap banners are required

A quotation for date straps to be obtained and check whether there are 2 or 3 posters. Clarify with Steve Tucker (DCC Highways) regarding placements for the date strap banners. Banners to be put up 2-3 weeks before the event- potential sites at QE drive and Tesco railings. Posters to be distributed to High Street businesses at the beginning of November for shop windows. Bookmarks to be considered dependant on whether schools are willing to hand them out (due to Covid).

Action- Quotation for date strap banners

Action- Check with Steve Tucker re display of signs

Action- Check how many banners are available.

10. To discuss the fancy dress competition, the arrangements and prizes and agree any actions

It was noted that the Methodist Church would need to be booked and judges contacted to arrange their involvement. It was agreed to contact Tesco for main prizes (3 in total) and to contact Morrisons to ask if they would like to contribute. It was agreed that fruit would be given to all entrants. It was also suggested to contact Ernest Jackson regarding their involvement or support.

Action: Lisa to contact Methodist Church for the fancy dress competition and contact judges.

Action: Lisa to contact Tesco/Morrisons/Ernest Jackson.

11. To discuss the High Street competition and agree any actions

A superhero hunt would take place; Steph has designed a logo sheet for all entrants to tick off and get from a central location. Details would be made available on the Town Council website/social media and in the Crediton Courier. The competition would be launched on the event night to spot the sign and shopkeepers to be asked if they could display signs in windows.

Action: To speak to High Street businesses to see who would be willing to display a poster for the competition.

12. To discuss the idea of a Christmas advertising/event booklet and agree any actions

It was **agreed** that despite the support for this idea, it would be investigated for 2022 given the uncertainty of lockdown restrictions this year.

13. To note the date of the next meeting

It was **noted** that the next meeting would take place on Tuesday 21 September at 10.30.

- 14. **Close**
The meeting was closed at 11.47.

Signed

Date:..... (Chairman)