



**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

- 14. To receive and accept apologies.** Apologies were received 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.
- 15. Declarations of Interest**
There were no declarations of interest.
- 16. 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).
- 17. To receive an update on the previous action points from the last meeting.**
 - 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
 - Rachel to liaise with MDDC and DCC regarding the tree at the East St/Charlotte St junction- ONGOING- could solar lights be an option?
 - Lisa to speak to Dan @ CCC regarding late night opening on the event night to be arranged amongst the traders themselves.
 - One of the stallholders had 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/coffeess and burgers/hot dogs and update at the next meeting.
 - Action- Lisa and Rachel to meet with the new electrician to discuss a role specification and establish costs involved. Contact made will discuss payment in regards to this.
 - Action- Jack to contact Winkleigh Morris. ONGOING- Jack to go back to confirm they have showed initial interest.
 - Action- Awaiting confirmation from SJA for the quotation and availability of the cover.
 - Action- Poster to be amended and circulated to Committee before launching for publicity.
 - Completed- The Committee agreed not to proceed with the additional entertainment this year.
 - Completed- Committee members agreed that the best area for line of sight for Father Christmas was the window at the pigs- **Lisa to ask permission from Three Little Pigs for this.**
 - Action- Lisa to locate boards and send photos to Steph.COMPLETED
 - Action- Budget to be circulated. Budget this year is just over 18k plus carried forward balance of £14,242.01 giving a total of £32,242.01- COMPLETED

- 18. To discuss the Town Square Christmas tree and associated arrangements and agree any actions** It was agreed for the usual arrangements for town square Christmas tree and hiring of cherry picker, and Ian, Tom and Jo. Sunday before event for tree to be decorated delivered the day before. Steph discussed boards- happy to paint white as a blank canvas- no response from 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. Also maybe Rich with the youth group pass Rich details over to Steph for contact.**
- Action- Window space to be enquired when Xmas tree plan is confirmed with High Street Business owners.**
- 19. 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 need to be made slightly earlier this year due to the earlier 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 put application in.**
- 20. 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 investigating the the idea 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 if sourcing electricity supply fro the Road Sweepers cupboard or the flats. Additional lights in the square trees from old xmas tree lights to be added also.
- 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.**
- 21. 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, Jack to look further into this regarding the scheduling. Jack will ask Stu if he will MC again, tannoy system belongs to Jo, Jack can supply PA for announcements. Rotary will confirm volunteers for marshalling at their next meeting.
- Action- 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.**

- 22. To discuss the publicity and promotion of the event, whether date strap banners are required.** Quotation for date straps to be obtained, 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 beginning of November for shop windows. Bookmarks to be considered- speak to schools in September as to whether this would be allowed.
- Action- Quotation for date strap banners**
Action- Check with Steve Tucker re display of signs
Action- Check how many banners are available.
- 23. To discuss the fancy dress competition, the arrangements and prizes and agree any actions**
 Methodist church to be booked and contact judges to arrange their involvement. Contact Tesco for main prizes will need 2 and further prize for the superhero hunt- see if Morrisons would like to contribute. Fruit for all entrants. Maybe contact Ernest Jackson.
- 24. To discuss the High Street competition and agree any actions**
 Superhero Hunt- not to use actual superhero logos due to copyright Steph has designed a logo- Sheet for all entrants to tick off and get from a central location also to be made available on the Town Council website and in the Crediton Courier. Competition to be launched on the event night to spot the sign. Ask shopkeepers if they would have one on the window.
- 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.
- 25. To discuss the idea of a Christmas advertising/event booklet and agree any actions.** It was decided that despite the support of the idea due to the unknown of changes in restrictions for the winter that this would be better to leave until next year.
- 26. To note the date of the next meeting- Tuesday 21 September 10.30am**
- 27. Close meeting at 11.47**

Signed

Date:..... (Chairman)