



Christmas in Crediton Sub-Committee Minutes
Tuesday, 13th November 2018 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Jack Robson, Steph Jones, Andrew Drayton, David Oliver, Alan Quick, Anne Hughes and Clare Dalley

50. To receive and accept apologies

It was **resolved** to receive and accept apologies from Frank Letch and Jo Ward.

51. Declarations of Interest

None declared.

52. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 23rd October 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 23rd October 2018.

53. To discuss and review actions from the previous meeting. A list of actionable points had been issued with the agenda.

ACTION: Clare to chase Crediton Rugby Club for the names of the de-rig volunteers.
COMPLETE.

ACTION: Find a third judge for the Children's Fancy Dress Competition.
COMPLETE. PCSO Dave Waring has agreed to be the third judge.

ACTION: Clare, Liz and Paul to meet with Andrew to have a full briefing on the Land Train as he is not going to be available to run it this year.
INCOMPLETE.

ACTION: Clare, Liz and Paul to meet with Andrew to have a full briefing on the Land Train as he is not going to be available to run it this year.

ACTION: Jo to contact Mike at Sonic Fireworks to arrange for Clare, Liz and Jo to meet up to discuss the pyrotechnics, review the technical specifications, as well as discuss the necessary health and safety issues, insurance and permissions. Clare to forward all paperwork to the Council's insurers to establish if it will cover the pyrotechnics.

COMPLETE. Jo, Liz and Clare have met with Sonic Fireworks from the site visit Clare cant see any reason why they can't be used. Clare is waiting for all the up to date paperwork from Sonic.

ACTION: Clare to chase Sonic for all the paperwork.

ACTION: Clare and Liz to review the number of marshals and stewards required for the event and the number of marshals and stewards currently confirmed.
ONGOING.

ACTION: Clare and Liz to review the number of marshals and stewards required for the event and the number of marshals and stewards currently confirmed.

ACTION: Clare to provide Andrew with all the promo material.
INCOMPLETE.

ACTION: Clare to provide Andrew with all the promo material.

ACTION: Clare and Emma to devise a sponsors board for display on the Land Train.
COMPLETE.

ACTION: Clare to ask Dave Waring if he would be willing to be a judge.
COMPLETE.

ACTION: Clare to find and allocate 10 stewards for the Parade.
ONGOING.

ACTION: Clare to find and allocate 10 stewards for the Parade.

ACTION: Clare to encourage Tesco High Street Store Manager to put the two brackets on his store.
COMPLETE. Unfortunately, this will not be happening this year.

ACTION: Clare to repair the yellow mouse and ascertain how it can be hung at St Lawrence Green without sustaining damage.
COMPLETE. Clare has repaired the Yellow Mouse and he has been re-hung and securely fastened at St Lawrence Green.

ACTION: Clare to arrange insurance for the cherry picker for Sunday, 18th November.
COMPLETE.

ACTION: Jo to liaise with Roger and Tom Coomber for the lights to be erected on the Christmas tree on Sunday, 18th November 2018.
COMPLETE.

ACTION: Clare to confirm booking with Age Concern.
COMPLETE.

ACTION: Clare to chase Dan regarding him being able to give the marshal and steward briefing.
COMPLETE. Dan is unavailable so Andi will be providing the briefing.

ACTION: Steph to visit Andrew at Tesco, week commencing 5th November, to find a solution for the ends of the wooden poles.
COMPLETE.

ACTION: Clare to ask the Mayor's Cadet if she is available.
COMPLETE. Unfortunately, the Mayor's Cadet is unavailable.

ACTION: Liz to script the Father Christmas reveal for the MC, Stu.
COMPLETE.

ACTION: Clare to amend the Timed Project Plan to include Father Christmas.
COMPLETE.

ACTION: Jo to organise a follow-spot for Father Christmas.
ONGOING.

ACTION: Jo to organise a follow-spot for Father Christmas.

ACTION: Clare to chase Kevin to see if he will MC the children's fancy dress competition.
COMPLETE. Yes he will.

ACTION: Clare to ask Kevin if he will join the front of the Parade.
COMPLETE. Yes he will.

ACTION: Frank to visit High Street businesses, who have not donated/requested an illumination, on Wednesday 24th and Thursday 25th October 2018.
COMPLETE.

54. To receive an update on the marketing of the event.

Clare confirmed the bookmarks had been given to the Schools and asked for volunteers to distribute the posters around the town and surrounding areas. Steph confirmed she has put posters up in Coppleshill and Bow and Alan advised that he is running a feature in this week's Courier.

Jack volunteered to put some up on the High Street and Anne offered to deliver posters to the shops.

ACTION: Jack to put some posters up on the High Street.

ACTION: Anne to deliver posters to the High Street shops.

Clare said she would ask Emily to deliver posters and bookmarks to the doctors and dentists' surgeries.

ACTION: Clare to ask Emily to deliver posters and bookmarks to the doctors and dentists' surgeries.

The flyers that need to be distributed to the properties surrounding the Town Square would be delivered by Liz and John, a helper at Tesco, on Friday.

ACTION: Liz and John to deliver the resident information.

55. To receive an update on the lighting plan and agree any further actions.

Clare advised the Town Square Christmas Tree is being erected on Wednesday 14th November 2018. It will be decorated on Sunday 18th November. The cross street decorations are now being erected on Monday 19th November 2018. Jo is working on the remaining decorations such as the Town Square, St Lawrence Green and wiring in the High Street illuminations.

56. To review the following and consider and agree any further actions:

- **road closure and traffic management plans**

Clare advised this is all in hand. She is just working on the marshal and steward numbers and positions.

ACTION: Clare to devise the marshal and steward plan.

- **the Parade**

Steph distributed a Parade plan and this was talked through and checked by everyone.

It was queried if the Cadets had been briefed on their duties and Clare confirmed she would check and deal with this.

ACTION: Clare to brief the Cadets on their duties.

ACTION: Clare to brief the stewards on their duties.

- **the Town Square event**

The details of the event were run through. Clare was asked to check how many seats are on the land train.

ACTION: Clare to check how many seats there are on the land train.

ACTION: Liz to provide a script for Stu to promote the Augmented Reality Competition on the night.

Clare queried where the Father Christmas suit is. Steph said she had one that could be used and David said he thought Tara at Evans Newsagents had one as well.

ACTION: Clare to sort the Father Christmas outfit.

- **Fireworks/Pyrotechnics**

Clare confirmed that following the site meeting, she could see no reason why this part of the project couldn't go ahead. She was just waiting for the paperwork from Sonic.

ACTION: Clare to chase the paperwork from Sonic Fireworks.

- **the children's fancy dress competition**

This is all in hand.

57. To review the Event Management Plan.

A copy of the plan had been issued with the agenda and there were no changes.

58. To review the Timed Project Plan.

A copy of the plan had been issued with the agenda and there were no changes.

59. To discuss the finances for the 2018 Christmas in Crediton project.

Receipts for trees are still being received. Jack advised that the performers needed to be paid in cash on the day. Clare advised that the Town Council cannot make cash payments.

AGREED. The Arts Centre would pay the performers and submit its invoice, which includes the cost of the performers, to the Town Council.

60. To consider any other business/ideas relating to Christmas in Crediton 2018 not covered by this agenda.

David asked for a supply of vouchers that could be taken to the shops that are taking part, so they have an example and a way of checking to make sure what is presented to them is genuine.

ACTION: Clare to provide David with 13 example vouchers.

ACTION: All Christmas in Crediton Event Management Committee members are to collect their two way radios from the Town Council Office and not Age Concern.

61. **To agree the date of the next meeting.**
Clare advised the next meeting would be a wash-up meeting in January 2019.

62. **Close**
The meeting closed at 3.09 pm.

Signed
(Chairman)

Date:.....

DRAFT