



Christmas in Crediton Sub-Committee Minutes
Tuesday, 11th September 2018 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Anne Hughes, Steph Jones, Jack Robson (part meeting), David Oliver, Alan Quick (part meeting), Jo Ward, Andrew Drayton and Emma Anderson

19. To receive and accept apologies

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

20. Declarations of Interest

None declared.

21. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 17th July 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 17th July 2018.

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

ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.
ONGOING. Jo Ward will be having a look at them. As we've bought new ones, this can wait until next year.

ACTION: Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.

COMPLETE. The shop letter has been e-mailed to all businesses we have e-mail addresses for. Jack has also hand delivered hard copies to the shops and businesses. So far 24 illuminations have been booked and a list is available of those businesses that have booked an illumination.

ACTION: Clare to explore fundraising options.

ONGOING. Hedgerow Print have confirmed they will sponsor the event with free printing of the posters and bookmarks. Yellow Mouse Studios will be running a very exciting augmented reality competition. Bookings from the High Street businesses for decorations on their premises are being received, please see previous actionable point. Alan confirmed that Crediton Dairy and Mole Avon have both given verbal confirmation that they wish to sponsor this year's event.

ACTION: Emma to chase Crediton Dairy and Mole Avon for written confirmation of sponsorship.

ACTION: Jack to chase Great Western Morris and the Mummers.

COMPLETE: Great Western Morris are unavailable, so Jack is now in contact with Winkleigh Morris. They are confident that they will have enough numbers for the event but will confirm shortly. The Mummers will not be performing, but this time will be filled by the Traders Race as this is anticipated to take 20 minutes.

EWBA

ACTION: Jack to chase Winkleigh Morris.

ACTION: Liz and Jack to contact Landscore School regarding a choir performance.

Complete: Landscore School have confirmed they will be taking part. Haywards School will also be participating, either with Landscore School or separately.

ACTION: John to speak with Sustainable Crediton to ascertain if some of its members will help with recycling at the event.

COMPLETE. Sustainable Crediton confirmed they are unable to do this as they do not have enough volunteers and are running another event on that day.

ACTION: Clare to find a way for the staging and tentage to be moved to and from the Arts Centre.

ONGOING. Clare still needs to look into this. She has contacted a local handy man with a van to see if he would be able to help. If he cannot help, Andrew suggested contacting RGB again.

ACTION: Clare to find a way for the staging and tentage to be moved to and from the Arts Centre.

ACTION: Jo to talk to a professional pyrotechnic company.

ONGOING: Sonic Fireworks have a man who lives in Crediton and is willing to set anything off we need. Jo confirmed Sonic Fireworks have suggested purchasing 3 "comet" fireworks which have no fall out. The cost of 3 would be £250 + VAT which includes insurances as well.

ACTION: Clare and Jo to meet with gentleman from Sonic Fireworks to discuss what we can and can't do so Clare can refer to the insurance company.

ACTION: Clare to arrange an area where the Brownies and Guides' arches can be looked at for refurbishment.

ONGOING. Clare hasn't been able to find anywhere at the moment. Steph confirmed that the Guides are happy for the Guide Hut to be used. The arches would need to be delivered to the hut, during the evening, and before 10th October. The Guides will also help with the refurbishment if this is needed. David offered to help with his van if required.

ACTION: Steph to make arrangements with the Guides for the arches to be delivered to the Guide Hut before 10th October.

ACTION: Steph to liaise with local schools to see if they would like to design a flag to be carried in the parade.

COMPLETE: Haywards and Landscore Schools have confirmed their participation as well as Pippins, Sunflowers & Early Birds Nurseries.

ACTION: Clare to speak to Amy Charles to thank her regarding the use of the Town Hall and let her know the Arts Centre is available.

ONGOING. Clare hasn't had chance to speak to Amy yet.

ACTION: Clare to speak to Amy Charles to thank her regarding the use of the Town Hall and let her know the Arts Centre is available.

ACTION: Jo to advise Clare of the exact bulbs needed for the festoon lighting at St Lawrence Green.

COMPLETE.

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ACTION: Clare to order 20 replacement bulbs for the festoon lighting at St Lawrence Green.
COMPLETE.

ACTION: Clare to apply to the TAP Fund to cover the purchase costs of traffic cones.
COMPLETE. The application has been submitted.

ACTION: Clare to contact Crediton Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.

ONGOING. An e-mail request has been sent and we are waiting to hear back.

ACTION: Emma to chase Crediton Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.

ACTION: Clare to contact 3 Little Pigs and the Market Café regarding the event.

ONGOING. Both have been contacted and we are awaiting their paperwork.

ACTION: Emma to chase 3 Little Pigs and the Market Café for their paperwork.

ACTION: John to discuss the event with Sustainable Crediton and report back at the next meeting.

COMPLETE. See actionable points above relating to this item.

ACTION: Jack to talk to Bruce at Grape & Grain about the details of the Traders race.
COMPLETE.

ACTION: Jo and Jack to carry out a site visit on the Town Square on Tuesday, 24th July to work out where the staging should go.

COMPLETE.

ACTION: Liz, Steph, Jack and Jo to meet to discuss how the parade participants can be seen once they enter the Town Square.

COMPLETE.

ACTION: Liz to meet with Steph to discuss the Parade, walk the route and brief her on what's happened in previous years.

COMPLETE.

ACTION: Clare to ask Dave Poulson, the Youth Worker at Crediton Congregational Church, if he would be a judge.

COMPLETE. Unfortunately, Dave is not available on the 24th, so can't help judge the competition.

ACTION: Find a third judge for the Children's Fancy Dress Competition.

ACTION: Clare to investigate whether there is a need for the council staff to be DBS checked.

COMPLETE. There is not a requirement since all children attending the event should be accompanied by a parent or guardian and the individuals staffing the Lost Children Point are DBS checked.

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ACTION: Clare to find an appropriate DBS checked individual to assist at the Lost Children Point.

ONGOING. Joy from the Methodist Church has volunteered. Clare has requested to see a copy of her DBS documentation.

ACTION: Jo will ask at CODS to see if anyone there is DBS checked and willing to help.

ONGOING: Jo has approached Ben Edgecombe, who is DBS checked, and will hopefully confirm tomorrow if he is available to help.

ACTION: Jo to chase Ben from CODS to see if he is available to help.

ACTION: Clare to ask if Tesco are willing to donate the prizes for the Fancy Dress Competition.

COMPLETE. Tesco has confirmed they will provide the prizes. They just need to know the age ranges.

ACTION: Confirm the age ranges for the Children's Fancy Dress Competition.

ACTION: Jo to speak to Lauren at Mole Avon and ask if we can mount an external electric socket on their High Street premises to power the cross street decoration.

ONGOING. Jo still needs to speak to Lauren at Mole Avon. Jo has spoken to the owner of Divine Flowers (previously Susan's) about installing an external socket and she confirmed she is happy with this.

ACTION: Jo to speak to Lauren at Mole Avon and ask if we can mount an external electric socket on their High Street premises to power the cross street decoration.

ACTION: Jo, Liz and Clare to visit Create Storage on Tuesday, 24th July, at 11.30 am, to check the Christmas trees and their lights. Jo will contact Create to make sure this is okay with them.

COMPLETE.

ACTION: Amend the planning schedule for next year to ensure this job is carried out by Jo plus two helpers.

ACTION: Clare to investigate the costs of banners, including re-useable ones.

COMPLETE. For Jerry at Touchwood signs to create a reusable banner the cost would be £85.00 plus VAT and £35 to make 3 date change stickers each year. Therefore, the initial outlay would be £360 plus VAT and then £105 plus VAT per year thereafter.

ACTION: Emma to order the banners.

23. To discuss plans and ideas for 2018 including:

- **The town square event**

Members discussed the amended schedule provided by Jack. This has been amended to include Winkleigh Morris and replace the slot for The Mummers with the Traders Race.

David confirmed Bruce is sorting the Traders Race. It will be fancy dress again and will include something fun at the end of the race e.g. apple bobbing.

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Members discussed the need for an MC for the race and the whole event in general and it was agreed that a MC is necessary. Jack suggested approaching Richard Ward or Stu White.

ACTION: Jack to approach Richard or Stu to ask if they would be willing to MC at the event.

ACTION: Jack to discuss with Bruce what is required from the MC for the Traders Race.

ACTION: Clare and Liz 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.

Alan advised members that the Crediton Gazette will be closing on 18th September 2018.

Alan left the meeting at 2.27 pm

Members discussed the fireworks that could be provided by Sonic Fireworks and the possible locations for the fireworks to be located on the Square. It was agreed that setting the fireworks off and all of the Christmas lights coming on directly afterwards would create the biggest visual impact.

ACTION: Jo to contact the gentleman from Sonic Fireworks and get some tech specs on the "comet" fireworks in order that the Committee can understand the visual effect of them. The information received will be discussed at the next meeting.

- **The parade**

Steph has been contacted by the Scouts and Guides regarding the parade length. The Scouts felt the parade was too short last year, however the Guides found that last year's parade length was just right.

Members discussed the possibility of the Scouts assembling on the corner of Parliament Street and North Street and walking up Market Street to join the start of the Parade. The issue of lighting was discussed, and it was agreed that Marshals could carry something illuminated alongside the Scouts to provide light. Members also discussed how the Scouts could be announced.

ACTION: Steph to discuss this idea with the Scouts and report back at the next meeting.

ACTION: Jack to talk to Lost Coyotes about them announcing the Scouts during a break in their set.

Steph also advised that the Scouts offered to give Father Christmas a lift in the scout cart if needed.

Steph confirmed the flags are in process and the Guides are happy that the arches will be spread throughout the parade. The Street Band will lead the parade to the corner of the Square by the Greenhouse and it is hoped that the Air Cadets could be used to mark out the steps of the Square in this corner as visibility will be poor.



ACTION: Emma to contact the Air Cadets to confirm if they would be willing to marshal the corner of the Square by the Greenhouse whilst the Parade enters the Square.

- **The fancy dress competition**

After walking the route, Steph and Liz queried whether the fancy dress competition entrants could exit the Town Hall via the front door rather than the side door as the pavement is wider. Jo confirmed this would be fine, but someone would need to shut the fire exit once everyone has left. Emma confirmed that either herself, Emily or Sandie can ensure the fire exits are locked.

ACTION: Emma and Steph to meet at the Town Hall to assess the steps at both potential exit points.

It was agreed marshals would be needed whilst the fancy dress competition entrants cross Searle Street. Steph confirmed the Army Cadets would be willing to help with marshalling, but they require 6 weeks' notice. Andrew confirmed Tesco could provide assistance with the recycling points as opposed to marshalling if that would be helpful.

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.

AGREED: The age ranges for the fancy dress competition will be 5 and under and 6 +.

AGREED: Jack to make sure step staging is available to allow the fancy dress competition winners to be seen behind the big switch.

ACTION: Anne to contact Sarah Preece to find out if she would be available to judge the fancy dress competition.

- **Lights and lighting infrastructure**

Eddie Sherwood will be assessing the brackets along the high street to see which ones will be most secure to hold the triple star illuminations.

David reminded members the date for the trees going up needs to take place after Remembrance Sunday.

Jack left the meeting at 3.05 pm

Members discussed where the trees could be stored in order that S.A.J Window Cleaners could access them early morning. Jo suggested the old Mole Avon Offices as these will be vacant by then.

ACTION: Clare to arrange a meeting with S.A.J Window Cleaners to confirm a date for the trees to go up as well as to discuss how they will access the trees.

- **Marketing the event**

AGREED: The event will be advertised from mid-October via posters, bookmarks, banners, social media and the Crediton Courier.

Anne suggested advertising via the Community Page on Heart Radio.

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ACTION: Clare to discuss arrangements with Andrew for Committee members to hold an awareness session at the Tesco Superstore on Saturday, 17th November 2018.

- **Any other plans and ideas not covered above**

David confirmed the Chamber of Commerce agreed to donate £500 worth of vouchers for the Treasure Hunt Competition. This will be split as £350, £100 and £50 for 1st, 2nd and 3rd place respectively. It was agreed that the vouchers created need to be distinguishable so they cannot be copied.

ACTION: Emma to devise vouchers for the Treasure Hunt Competition prizes.

ACTION: Emma to obtain dimensions for the Land Train sign boards, so that these can be used for the sponsors' logos.

Members discussed the information received from the owner of Princess Parties Exeter and agreed this would be better suited for larger events, particularly as the entertainment for the Christmas event is more local and homegrown.

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

Emma circulated the budget sheet provided by Clare and members noted the figures.


25. To agree the date of the next meeting.

AGREED: The next meeting will be held on Tuesday, 9th October 2018.

26. Close

The meeting closed at 3.28 pm.

Signed ...


(Chairman)

Date: 09/10/18.