



Christmas in Crediton Sub-Committee Minutes  
Tuesday, 9<sup>th</sup> October 2018 at 2.00 pm  
at Council Chamber, Market Street, Crediton

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**Present:** Liz Brookes-Hocking, Jack Robson, David Oliver, Alan Quick, John Ross, Frank Letch and Clare Dalley

**27. To receive and accept apologies**

It was **resolved** to receive and accept apologies from Anne Hughes, Steph Jones, Andrew Drayton and Jo Ward.

**28. Declarations of Interest**

Cllr Frank Letch declared that as a member of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**29. Christmas in Crediton Sub-Committee Minutes –** To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 11<sup>th</sup> September 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 11<sup>th</sup> September 2018.

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

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

COMPLETE. Both have confirmed they are willing to sponsor this year's event.

**ACTION: Jack to chase Winkleigh Morris.**

COMPLETE.

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

COMPLETE. Mole Avon are providing a van and driver.

**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.**

INCOMPLETE. Clare has been trying to speak to Mike at Sonic with no luck thus far. This could be as it is such a busy time of the year.

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

ONGOING. Steph is still liaising with the Guides.

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

**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.**

INCOMPLETE.

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

ONGOING: Crediton Rugby Club think they should be able to help. We are awaiting names and numbers.

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

COMPLETE. All the paperwork has been received.

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

INCOMPLETE.

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

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

COMPLETE.

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

COMPLETE.

**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.**

COMPLETE. No, we can't as the Landlord will not allow it. Mole Avon have given permission for us to connect the cross street decoration directly into it's electrics.

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

COMPLETE.

**ACTION: Emma to order the banners.**

COMPLETE. They have arrived.

**ACTION: Clare to ask Paul Fallon if he will erect the banners as he did last year.**

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

ONGOING.

**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.**

ONGOING.

**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.**

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 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.**

INCOMPLETE. Clare advised she has been trying to speak to Mike at Sonic. She is concerned this is a very busy time of year for firework companies and unless something can be sorted quickly this will not be viable due to insurance requirements etc.

**ACTION: Jo/Clare 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 and safety issues of them. The information received will be discussed at the next meeting.**

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

INCOMPLETE.

**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.**

ONGOING. Jack has e-mailed them and is waiting for a reply; however, he thinks it should be fine.

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

**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.**

COMPLETE. They have confirmed they can do this.

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

INCOMPLETE.

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

**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.**

INCOMPLETE. Staff are being provided by Mole Avon and Tesco. Clare is still waiting for exact numbers to be confirmed.

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

COMPLETE. Sarah is not available.

**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.**

COMPLETE. The trees are being erected on Sunday, 4<sup>th</sup> November 2018 starting at 8.00 am.

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

INCOMPLETE.

**ACTION: Liz to talk to Andrew about Tesco doing this.**

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

ONGOING. Emma is working on a draft and members were shown what had been designed so far. David advised that the vouchers needed to be in small denominations e.g. £20 and £10's and asked for the vouchers to be numbered.

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

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

COMPLETE. Emma has these.

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

**31. To discuss plans and ideas for 2018 including:**

- **The town square event**

Jack confirmed there have been no changes to the plans previously agreed.

- **The parade**

Clare expressed concern that there was not enough detail regarding the Parade and felt that it wasn't fair for Steph to be dealing with the whole parade by herself. Liz assured Clare that the Parade would be no different to previous years and that she was liaising with Steph.

- **The fancy dress competition**

Clare advised that she had 2 x 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> medals and 6 general star medals for spot prizes. Everyone agreed this was enough.

It was agreed that PCSO Dave Waring would make an excellent judge.

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

Liz confirmed that 10 stewards were needed to assist with the fancy dress entrants moving from the Old Town Hall to the top of Market Street for the Parade. These same Stewards could also help assemble the Parade. David suggested Clare contacting Paul Fallon, this year's Rotary President, to ask for rotary volunteers.

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

**ACTION: Clare to contact Paul Fallon for Rotary volunteers.**

- **Lights and lighting infrastructure**

Clare advised that, so far, only 25 trees had been booked by 18 businesses. There are 125 High Street illuminations to be erected consisting of 100 trees and 25 triple stars. A volunteer is needed to chase those businesses that are not yet involved. It is imperative

that Clare and Emma have all booking confirmed by Wednesday 31<sup>st</sup> October at the very latest as this needs to be passed to the contractor.

**ACTION: Frank volunteered to chase the business on Friday, 19<sup>th</sup> October 2018.**

**ACTION: Alan will put a reminder in the Crediton Courier.**

Clare confirmed all the new cross street decorations have arrived, we don't yet have a confirmed date for when they will be going up.

**ACTION: Clare to chase Lamps & Tubes for a date when the cross street decorations will be erected.**

**ACTION: Liz confirmed she will chase Andrew at Tesco regarding the High Street store having brackets erected on its building.**

- **Marketing the event**

The banners have arrived and Clare will be asking Paul Fallon if he can erect these for us as he has done such a fantastic job in previous years.

The Elf Hunt poster is ready for publication. The office will be printing this and laminating it for posting up in the town as well as use on social media.

The large Yellow Mouse for St Lawrence Green has arrived, Clare now needs to prepare it for hanging at the Green.

**ACTION: Clare to prepare the mouse and find someone to hang it up at St Lawrence Green.**

The standard posters flyers and bookmarks have been approved and sent to the printers.

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

Clare expressed concern that the Council Office building will not be available to use for this year's event. This means that the marshals and stewards briefing, along with the handing out of the high viz vests and two-way radios, will have to be done elsewhere in town. Clare advised that she will speak to Amy Charles to see if she is using the Old Town Hall at all that day, as this would be an ideal alternative. David wondered if the now empty Nessie's Cafe could be used for the day and confirmed he would make enquiries. Frank suggested contacting MDDC to see if the Council Chamber could still be used for the day.

**ACTION: Clare to contact Amy Charles to see if the Old Town Hall can be used for the marshal and stewards briefing.**

**ACTION: David to ascertain if the now empty Nessie's Bistro can be used on the day.**

**ACTION: Frank to contact MDDC to see if the Council Chamber could still be used for the day.**

Clare advised that the sponsor's trophies need to be ordered and circulated two possible designs. It was agreed for Clare to purchase 6 'Gold Rising Star Multi Award Trophies'.

**ACTION: Clare to purchase 6 x sponsor trophies.**

- 32. **To review the Event Management Plan**  
Copies of the Event Management Plan were circulated to all members for consideration. Clare asked members to contact her immediately if any changes were required.
- 33. **To review the Timed Project Plan**  
Copies of the Timed Project Plan were circulated to all members for consideration. Areas that required attention were highlighted in red and additions/amendments were made. Clare confirmed that revised electronic copies would be issued after the meeting and requested that she be notified immediately if any further changes are needed.
- 34. **To review the finances for the 2018 Christmas in Crediton project.**  
Clare circulated a copy of the finances for the project and these were noted by members.
- 35. **To agree the date of the next meeting.**  
The date of the next meeting is scheduled for Tuesday, 23<sup>rd</sup> October 2018 at 2.00 pm.
- 36. **Close**  
The meeting closed at 3.10 pm.

Signed ..

A large black rectangular redaction box covers the signature of the Chairman.

(Chairman)

Date: .....

23/10/2018