



Christmas in Crediton Committee Minutes  
Tuesday 12<sup>th</sup> April 2016 at 2.00 pm  
at Council Chamber, Market Street, Crediton

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**Present:** Dan Webb, Peter Hamilton, Alan Quick and Clare Dalley

**78. Apologies**

Apologies were received and accepted from Frank Letch, Liz Brookes-Hocking, Rosemary Stephenson, David Oliver and John Downes.

**79. Declarations of Interest**

None declared.

**80. Minutes of the last meeting held on 15<sup>th</sup> March 2016**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 15<sup>th</sup> March 2016.

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

**ACTION:** Peter and Liz to analyse the results and type up, for circulation, the comments they received.

INCOMPLETE. Peter and Liz need to agree how they are going to do this.

**ACTION:** Peter and Liz to analyse the results and type up, for circulation, the comments they received.

**ACTION:** Clare to print off the income sheet from the Town Council's accounts for cross referencing and issue to Liz and Peter.

COMPLETE.

**ACTION:** Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.

INCOMPLETE.

**ACTION:** Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.

**ACTION:** Liz to provide Clare with a list of all those businesses willing to donate to Christmas in Crediton 2015, on receipt of an invoice. Clare to send the invoices.

COMPLETE. Invoices have been sent. Only two additional donations have been received.

**ACTION:** Clare to prepare Event Management Plan and submit road closure and parking suspension applications.

ONGOING. Clare is still working on this.

**ACTION:** Clare to prepare Event Management Plan and submit road closure and parking suspension applications.

**ACTION:** Clare to obtain quotations from contractors for existing illuminations to be tested, put up and taken down.

COMPLETE.

**ACTION:** Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration including primary coloured festoon lighting for the Square.

ONGOING. Clare is still liaising with lighting contractors.

**ACTION:** Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration including primary coloured festoon lighting for the Square.

**ACTION:** Clare to investigate battery operated lights for illuminating the sculptures.  
ONGOING.

**ACTION:** Clare to investigate battery operated lights for illuminating the sculptures.

**ACTION:** Peter will put together the costing involved in creating large willow and tissue lanterns.  
COMPLETE. Peter advised that it will cost approximately £1,000 to make 4 large illuminated lanterns. He proposes to run 4 afterschool workshops.

**ACTION:** Peter to research a sculptor for the creation of the large willow and tissue lanterns.

**ACTION:** Clare to contact all 2015 Sponsors to ascertain if they would be willing to support the 2016.  
ONGOING. Clare is still chasing sponsors. Some of the contacts have changed since last year.

**ACTION:** Clare to contact all 2015 Sponsors to ascertain if they would be willing to support the 2016.

**ACTION:** Rosemary at Crediton Arts Centre to pay £100 deposit/booking fee to secure Electric Spank for the event.

ONGOING. Electric Spank need to raise an invoice so the Arts Centre can make the payment.

**ACTION:** Rosemary at Crediton Arts Centre to pay £100 deposit/booking fee to secure Electric Spank for the event.

**ACTION:** Everyone to think where the third cross street could be erected.

IN/COMPLETE/ONGOING.

**ACTION:** Everyone to think where the third cross street could be erected.

**ACTION:** Clare to ask the Town Team if we can borrow their gazebos on 26<sup>th</sup> November.

INCOMPLETE.

**ACTION:** Clare to ask the Town Team if we can borrow their gazebos on 26th November.

**ACTION:** Peter to investigate other street entertainers.

INCOMPLETE. Peter is waiting to hear from Great Western Morris. Dan advised he has a contact that may be able to provide street entertainers and will make some enquiries.

**ACTION:** Peter to investigate other street entertainers.

**ACTION:** Dan to investigate street entertainers.

**ACTION:** Dan to contact Congregational Church to ask if the Church can be used for fancy dress competition

INCOMPLETE.

**ACTION:** Dan to contact Congregational Church to ask if the Church can be used for fancy dress competition

**ACTION:** Peter to contact Anita about the street band.

ONGOING. Dan has e-mailed Anita.

**ACTION:** Peter to contact Anita about the street band.

**ACTION:** Clare to contact Crediton Youth Collective to ask them how they would like to be involved.

INCOMPLETE. It was agreed to ask the Youth Collective if they would be a Junior Street Crew for the event.

**ACTION:** Clare to contact Crediton Youth Collective to ask them if they will be a Junior Street Crew.

**ACTION:** Clare to ask Andi Wyer if he will be this year's Light Switch-On Director, with training provided by Mike as a one-off.

COMPLETE. Clare has spoken to Andi and he has agreed.



**ACTION:** Clare to ask Mike if he would be willing to provide training to a newly appointed Light Switch-On Director, and whether he will be a marshal on the Town Square for this year's event, acting as a back-up to the new Light Switch-on Director, if needed.

INCOMPLETE.

**ACTION:** Clare to ask Mike if he would be willing to provide training to a newly appointed Light Switch-On Director, and whether he will be a marshal on the Town Square for this year's event, acting as a back-up to the new Light Switch-on Director, if needed.

**ACTION:** All members to think how waste recycling could be managed at this year's event.

ONGOING. It was suggested Collin Mathews at Paper Chain is contacted, as his company provided Waste and Recycling Services.

**ACTION:** Alan to provide Clare with Colin Mathews details so she can obtain a quotation for waste and recycling services.

**ACTION:** Peter to ask the Market Café if they would like a stall at this year's event.

ONGOING. Peter has e-mailed Emma and is awaiting a reply. Dan asked if he can have a stall at the event. It was agreed this required further consideration.

**ACTION:** Peter to ask the Market Café if they would like a stall at this year's event.

**ACTION:** Clare to speak to the Three Little Pigs and ask them if they would like a stall at this year's event and at the same time chase their 2015 donation.

INCOMPLETE.

**ACTION:** Clare to speak to the Three Little Pigs and ask them if they would like a stall at this year's event and at the same time chase their 2015 donation.

## 82. To discuss plans and ideas for 2016 including:

- **Road closures and traffic management**

Clare confirmed that South West Highways had been instructed as this year's signing and road closure contractors. The road closure paperwork would be submitted in the next few weeks.

- **Lights and lighting infrastructure**

Clare confirmed she was still obtaining quotations from lighting contractors. There is still at least one quotation outstanding and she had met with a contractor prior the meeting. It is hoped all quotations can be considered by the Committee in May.

- **The parade**

Peter advised there had been no changes. The Pied Piper will be transformed into Father Christmas. Peter expressed concerns regarding assembling the Parade at St Lawrence Green as there is normally only 3 stewards working in poor lighting. It was agreed that additional lighting at St Lawrence Green is required. It was agreed that Crediton Rugby Club should be contacted to enquire whether their mobile flood lights could be used to illuminate St Lawrence Green.

The issue of the amount of non-fancy dress participants in the parade was discussed. It was acknowledged that this relates to a lot of parents accompanying children. It was suggested that if parents were asked to wear a themed hat, this may alleviate the problem.

Dan suggested that the Scouts may like to dress up as soldiers from the Nutcracker. Dan will make a costume and bring it to the next meeting.

**ACTION:** Clare to contact Crediton Rugby Club to ask if the Council can borrow their mobile floodlights.

**ACTION:** Clare to investigate paper/cardboard hats that could be given to non-fancy dress parade participants.

*FR*

- **The town square event**

Peter confirmed he would book Cameron and the PA system.

**ACTION: Peter to book Cameron and the PA system including a radio mic for Father Christmas.**

Alan confirmed that he would be able to take pictures of the whole event this year as he would not be Chief Marshal. It was agreed to ask Roger Pennington and Julian Pratt if they would be willing to take these roles on together.

**ACTION: Clare to ask Roger Pennington and Julian Pratt if they would be willing to be joint Chief Marshals this year**

The general running order for the Town Square was discussed and agreed.

AGREED:

- Town Crier leads the Mayor and Mayoress at the front of the Parade into the Square and up to the stage. The street band will play music until the whole parade is in the Town Square.
- The Mayor will thank everyone for coming and the sponsors, who will collect their thank you gifts.
- Father Christmas will appear
- The winners of the fancy dress competition will be announced and will turn on the Christmas Lights.
- Electric Spank performs.

The MC was discussed and it was thought the Town Crier could fulfil the role this year.

**ACTION: Clare to ask the Town Crier to pop in for a chat to discuss his role in this year's event.**

Pyrotechnics for the light switch-on were discussed and it was agreed for Clare to talk to Jo Ward, who made the suggestion last year.

**ACTION: Clare to speak to Jo Ward about possible pyrotechnics for the light switch-on.**

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

Dan advised that he had access to a 360° camera which could record the event. Everyone thought this was a very good idea.

**83. To discuss the finances for the 2016 Christmas in Crediton project.**

Clare circulated a revised draft of the 2016 finances.

Clare advised that there was a surplus of £519.48 from the Christmas in Crediton 2015 project and recommended this be transferred to the Council's Christmas in Crediton Earmarked reserve account, in order that it can be utilised for the 2016 project. It was **resolved** to transfer the surplus of £519.48 to the Council's earmarked reserve budget.

**84. To agree the date of the next meeting.**

AGREED: The next meeting will be Tuesday, 10<sup>th</sup> May 2016 at 2.00pm

**85. Close**

The meeting closed at 3.35 pm



14/6/16