



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

**Page 22**

**Present:** Liz Brookes-Hocking, Peter Hamilton, Mike Summerton, Alan Quick, David Oliver, Rosemary Stephenson, Jo Ward and Clare Dalley

**Absent:** Dan Webb

**49. Apologies**

Apologies were received and accepted from Frank Letch and John Downes.

**50. Declarations of Interest**

None declared.

**51. Minutes of the last meeting held on 17<sup>th</sup> November 2015**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 17<sup>th</sup> November 2015.

**52. To review Christmas in CREDITON 2015.**

Clare advised members of the feedback received through the Christmas in CREDITON Facebook page as well as e-mails and letters received from individuals and local organisations. The common themes were that people enjoyed the evening but thought the Switch-on event was too late, especially for young children.

Jo Ward arrived 2.10 pm

Mike had prepared a feedback sheet and this was circulated to all members for consideration, a copy of which is attached as Appendix One.

Peter and Rosemary provided feedback from the Arts Centre's perspective, highlighting the following areas that could be improved upon:

- More helpers are needed at St Lawrence Green - many participants arrived early, before Rosemary's helpers arrived, consequently Rosemary did not have time to brief the helpers. It is believed some of this was due to the Parade being later.
- There was too much talk between the Parade arriving and the Lights Switch-On.
- The MC could not be heard in certain areas of the Town Square, additional speakers are required so the MC can be heard all over the Town Square.
- The layout of the Square needs to be different in 2016.
- The Mayor needs to go straight to the stage when he arrives in the Town Square rather than the Town Crier cutting a path through for him. (The Town Crier did a fantastic job.)
- The band was interrupted too many times - there needs to be more stage management.
- The burger bar was disappointed with sales and lost money on the night, they were affected by The Three Little Pigs selling burgers. As the event was later it may have been that more people would have arrived having already eaten.
- Many children could not see what was happening. It was agreed this is a difficult issue to resolve.

Jo advised that there was no wind down of the band; they didn't come to a natural end everything just stopped at 9.00 pm. The build up to the lights coming on was very good. Lots of people couldn't hear the MC.

*EWK*

It was agreed that where you stand at the event affects your perception of it.

David advised that the Chamber of Commerce and High Street Traders Group had not had a meeting since the event, so he couldn't speak on behalf of traders, however, the rain affected trade.

Alan stated that he was disappointed that the Town Band had pulled out at the last minute. He had to deal with an incident involving a lorry on Peoples Park Road and was concerned that there was no feedback from the Square team regarding the event and how everything was going.

Clare advised of several marshalling issues concerning the movement of vehicles.

It was noted that a few of the High Street trees were not working. It was agreed that all lights need to be tested before they go up. Jo offered to test the lights in late summer/early autumn. It was also noted that some of the strobe lights on the cross street decoration have stopped working and will need replacing.

**ACTION: Jo to test all lights late summer/early autumn.**

**ACTION: Clare to source replacement strobe bulbs for cross street decorations.**

**53. To discuss the issuing of a Christmas in Crediton 2015 Feedback Questionnaire.**

It was agreed for Liz and Peter to visit shops to gain feedback on the lights and event.

**ACTION: Liz and Peter to visit shops to gain feedback on the 2015 illuminations and Christmas Light Switch-On Event.**

**54. To review the storage arrangements of the Christmas Trees/Lights/Decorations etc....**

Clare advised members that Create Storage had kindly and generously agreed to remain as a Super Star Sponsor and will be providing free storage of the Christmas trees in 2016.

**55. To receive an update on the finances of the 2015 Christmas in Crediton project.**

Clare provided an update on the 2015 finances a copy of which is attached as Appendix Two.

It was noted that only 22 High Street businesses that had a tree had made a donation. It was agreed for Liz and Peter to visit the remaining shops/businesses and ask for a donation.

**ACTION: Liz and Peter to visit those shops/businesses that have not yet made a donation and ask for one.**

**ACTION: David to provide members of the Chamber of Commerce with the finance figures.**

Liz advised members that the Town Council had increased its Christmas in Crediton budget for 2016 to allow more work to be carried out by hired contractors with the relevant technical expertise, rather than volunteers. This will allow the Committee to concentrate on the community aspect of the project and reduce the workload of the Council staff.

**56. To discuss plans and ideas for 2016.**

**AGREED:** The 2016 event will be held on Saturday 26<sup>th</sup> November. The whole event will run from 2.00 pm to 8.30 pm ish. Parking in and around the Town Square will be suspended from 12 noon until 9.00 pm. The streets around the Town Square will be closed to traffic from 2.00 pm to 9.00 pm. The High Street will be closed to traffic from 5.00 pm to 7.00 pm for High Street entertainment and the Parade, with parking being suspended on the High Street from 3.00pm to 7.00pm. The Light Switch-On will be 6.30 pm

**ACTION: Clare to submit road closure and parking suspension applications.**

Clare will arrange for all existing illuminations to be put up and taken down.

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



It was agreed increasing the illuminations was a good idea, cost permitting, including the erection of the 3<sup>rd</sup> cross street decoration, additional lights at St Lawrence Green and zig zag lights across the High Street, which would fill in the gaps.

**ACTION: Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration.**

It was agreed that Dave Pollard's truck would be good to use as the stage, as this has been successfully used for Fayre in The Square.

**ACTION: Peter to make initial first contact with Dave Pollard.**

To maximise the space available on The Square it was felt that any food and drink outlets should be situated in the parking bays surrounding the Square. Clare expressed concerned that this may not be feasible for the Three Little Pigs due to The Town Square premises licence not covering the parking bays. It was agreed for Clare to investigate whether a temporary licence could be obtained for a parking bay.

**ACTION: Clare to investigate whether it is possible to obtain a licence covering the sale of alcohol in a parking bay.**

Peter advised that he would like to increase the visual component of the Parade. (Truro and Dartmouth have large illuminated sculptures.) He would like to employ a sculptor to work with community groups such as the Scouts and Guides to create their own large illuminated sculptures.

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

**ACTION: Peter to obtain quotations from sculptors.**

Peter suggested it would be nice if the Town Square was used more on the lead up to Christmas as well as afterwards, such as a community carol service.

A theme for this year's event is needed and it was agreed for everyone to think about this in readiness for a brain storming session at the February meeting.

**ACTION: Everyone to think about a theme for this year's event and come to the February meeting with ideas.**

Clare confirmed that she and Emma were willing to design the posters and flyers for this year's event.

**57. To discuss fundraising for the 2016 Christmas in Crediton project.**

Clare confirmed that she would contact all Super Star and Star Sponsors to verify that they were still willing to support the project in 2016 and recommended that after this, fundraising efforts should be concentrated on encouraging more local shops and businesses to contribute to the project.

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

**58. Any other business relating to Christmas in Crediton.**

Liz thanked Mike Summerton for all his time and hard work over the last 3 years as he had decided that he wouldn't be doing a fourth year.

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

It was agreed the date of the next meeting would be Tuesday 9<sup>th</sup> February 2016.

**60. Close**

The meeting closed at 3.42 pm.

## Christmas in Crediton 2015 Feedback

Ser	Comment	Suggestion
1.	The event seemed to be very successful and the rain stopped just in time.	
2.	The parade seemed to have too many accompanying adults/family	Could families be limited to a single adult to accompany minors?
3.	The band's frame tent takes time to erect.	The Town Team has purchased 2 x 3m pergolas. Could they be used to replace the frame tent?
4.	Jo's spotlight on Father Christmas was excellent.	Do the same again, wherever FC hides.
5.	The Fill Yer Boots café didn't sell many hamburgers and made a loss on them.	Do we need to intervene next year or let market forces rule?
6.	Because the overall numbers were lower, there wasn't the expected rush down Market St as the parade entered the Square.	Still provide stewards for the worst case.
7.	There was one car left in Market St which would have caused a choking effect had the crowds been greater.	Ensure that we clear Market St in particular, and earlier.
8.	The parade lacked a proper lead band.	Book/guarantee a band earlier.
9.	The parade lacked illumination	Illuminate all figures.
10.	The dancers were excellent, before and during the parade. Amy's girls mixed well with the Morris dancers during the parade and kept going throughout.	Award MIDs (Mentioned in dispatches)!
11.	The mobile PA worked well for Amy's dancers.	Borrow again or get our own?
12.	There was no RV given for the Great Western Morris.	Make clearer next time.
13.	Some parents didn't understand the arrangements for the dressing up competition. There was some anger.	There was confusion between Redvers House versus the pub.
14.	The recycling didn't work fully. The recycling bins were mainly empty but the general refuse bins were overflowing again.	Make the supervising cadets more effective.
15.	The radios were good but on the Square you couldn't hear anything	Provide full, muffled headsets for those in need.
16.	There was some confusion over police attendance, but they were there.	Negotiate definite arrangements.
17.	There were 2/3 "Munchies" and the arrangements seemed to work well, except the police seemed to intervene on one of the announcements?	Review/Repeat.

18.	Contrary to Mike's expectations, the band (Skapa) was much improved and were very good!	We now have another band suitable for the Square
19.	The stewarding worked well but the crowds were smaller/easier to manage	Repeat.
20.	The public money collection system didn't seem very effective. The buckets didn't have slots for any notes. The collectors didn't seem interested.	We need proper collection buckets with slots, and independent, well-motivated collectors.
21.	How effective were the restriction of parking arrangements?	
22.	The issuing of radios, form-signing, etc was a bit busy.	Pre-plan issuing arrangements and issue a lot earlier
23.	St John Ambulance were well kitted out, with a mobile aid post. Very professional.	Repeat.
24.	We need more and better radio training with an emphasis on clarity of speech.	
25.	The formal photographic arrangements were unclear. Did they work? Did we get a good group photo in the Square?	Make more formal and positive arrangements.
26.	Is there a better way of producing the Event Management and Project Plans?	One is required much earlier than the other, so probably not.

*QCBH*

Appendix Two

<u>Item</u>	<u>Number</u>	<u>Price each</u>	<u>Total</u>	<u>all costs plus VAT</u>
<b>Repeat Costs</b>				
Put up and take down 80 x High St trees	1	FOC		Complete
Jo Ward connect and dismantle electrics		£1,677.00	£1,677.00	Paid
Telelift for Town Square tree		£100.00	£100.00	Paid
Telelift for Town Square small trees			£180.00	Paid
Tom Coomer - Cherry picker			£460.00	Paid
Christmas Tree in Square (felling & transportation)	1		£0.00	FOC - David and Rotary
Additional lights 100 in a set 10 x230V + 10 x 24V	20	£20.00	£400.00	Paid repairs and renewals
2 x transformer for Square Tree	2	£100.00	£200.00	Paid repairs and renewals
Pull/Tension test existing catenary wires + fix			£338.00	Paid repairs and renewals
Install and remove 2 twin wire cross street illuminator	2	£315.00	£630.00	75% paid remainder after 15 Ja
Install 2 x light sets to top of catenary wires	2	£150.00	£300.00	75% paid remainder after 15 Ja
<b>Subtotal</b>			<b>£4,285.00</b>	

**Community Participation**

Road closure for parade			£1,836.00	Paid
Parking suspension & coning for parade			£442.65	Paid
Walkie talkies	30	£95.00	£170.00	Paid
Musicians for parade			£100.00	Paid
Parade workshops (Pied Piper and Stars & CAC fees)			£778.54	Paid
Entertainment in the Square			£450.00	Paid
First Aid Cover			£176.00	Paid
Pumpkin carriage/Pirate Ship			£0.00	Paid
Marshal & Stewards Fluorescent Jackets x 50			£195.94	Paid
Event Licences (PRS, TEN)			£149.90	Paid
High St entertainment Morris Dancers			£200.00	Paid
<b>Waste Services</b>			<b>£70.00</b>	<b>Invoice outstanding</b>
<b>Subtotal</b>			<b>£4,569.03</b>	

**New Infrastructure**

4 sets of lights on 12 town square trees inc transformer			£1,425.00	Paid
<b>Lighting infrastructure for Town Square tree lights</b>	<b>4</b>		<b>£1,103.00</b>	<b>Invoice outstanding - quote Jo Ward 7</b>
Jo ward electrics for 12 square trees		£374.63	£374.63	Paid
<b>Subtotal</b>			<b>£2,902.63</b>	

**Miscellaneous**

Latex Gloves			£4.96	Paid
Whisky			£25.00	Paid
Ink cartridges (MS)			£18.33	Paid
Refreshments			£18.33	Paid
Trophies			£35.77	Paid
<b>Subtotal</b>			<b>£102.39</b>	

**Grand Total**

**£11,859.05**

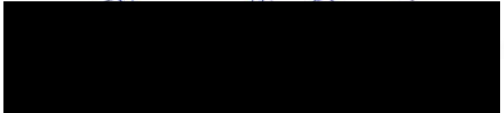
**INCOME**

Crediton Town Council	4,000
Crediton Dairy	1,000
Traders (received)	1,225
Crediton Milling	100
Graphic	500
Carried forward from last year	£1,441.39
Renewals and repair budget	£852.00
Chamber of Commerce	3,000
Public Donations (collection)	160
<b>Total</b>	<b>12,279</b>

**£419.48 to be carried forward to 2016/2017**

**In Kind support**

Create Storage  
Shakspeare  
Hedgerow



29/02/2016