



Christmas in Crediton Committee Minutes
 Tuesday 13th September 2016 at 2.00 pm
 at Council Chamber, Market Street, Crediton

Present: Frank Letch, Peter Hamilton, David Oliver, Jo Ward, Paul Fallon, Andrew Drayton, Rosemary Stephenson and Clare Dalley

11. To receive and accept apologies

Apologies were received and accepted from Alan Quick, Liz Brookes-Hocking, Andi Wyer and Dan Webb.

12. Declarations of Interest

Cllr 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.

Jo Ward declared a personal interest as he is a contractor for the Council.

13. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 14th June 2016. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 14th June 2016.

14. To discuss and review actions from the previous meeting.

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

COMPLETE. The information collected by Liz and Peter has been passed to Emma for typing.

ACTION: Emma to circulate the questionnaire analysis to all members.

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

ONGOING. Clare advised these can't be done until all the figures are known.

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

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

COMPLETE.

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 to research a sculptor for the creation of the large willow and tissue lanterns.

ONGOING. Peter has enlisted the help of Andrew Vaccari. By the end of the week Landscore, Hayward's and Sandford Schools should have full details of the lantern making workshops taking place during half term.

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

ONGOING. Clare advised that McMillan Williams has expressed an interest in being a sponsor. She is exploring this. She has also devised a letter for all shops, a copy of which she circulated to members.

ACTION: All Committee members to provide Clare with feedback on the shop letter so it can be finalised and distributed.

Dw

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

COMPLETE.

ACTION: Peter to liaise with Great Western Morris and Amy Charles regarding Street entertainment and investigate any other street entertainers deemed appropriate for the event.

ONGOING. Peter reported that Great Western Morris are optimistic and Amy is speaking to her dancers this week.

ACTION: Peter to finalise arrangements with Great Western Morris and Amy Charles regarding Street entertainment.

ACTION: Dan to investigate street entertainers.

INCOMPLETE.

ACTION: Peter to stay in contact with Anita regarding musicians for the street band.

ONGOING. Peter confirmed this is all looking good.

ACTION: Clare to chase Crediton Youth Collective regarding the Junior Street Crew.

COMPLETE. They are not interested in being a junior street crew, however they are interested in any opportunities to perform.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have at this year's event.

ONGOING.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have at this year's event.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.

ONGOING.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.

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

COMPLETE. Clare reported the cheapest hats that could be found were metallic party hats with elastic straps at £8.16 plus VAT for 1 pack of 144 hats. If 3 or more packs are purchased the price per pack reduces to £7.56 per pack plus VAT. Andrew offered for Tesco to pay for 5 packs. This offer was gratefully accepted.

AGREED. To purchase 5 packs of metallic party hats at a total cost of £37.80 plus VAT.

ACTION: Committee members to identify a willing volunteer to be Chief Marshal.

COMPLETE. Dan Webb has confirmed he will be Chief Marshal. Paul volunteered to support this role subject to being fully briefed by Clare.

ACTION: Peter to meet with Kevin to discuss his role in this year's event.

COMPLETE. Peter confirmed Kevin has been briefed in principle. It was agreed for Clare and Peter to meet on Thursday 15th September 2016 to discuss the finer details of the event.

ACTION: Clare and Peter to meet on Thursday 15th September 2016 to discuss the finer details of the event.

ACTION: Peter to meet with Kevin nearer the time to discuss his role in this year's event in detail.

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

COMPLETE. Jo has confirmed it will cost approximately £110.00 for the pyrotechnics.

AGREED. To spend £110 on pyrotechnics for the big switch-on. It was further agreed to have a trial of the pyrotechnics before the event to establish the fall out and the safety requirements needed.

ACTION: Frank to contact Crediton U3A and ask for 5 volunteers to help with the arranging of the Parade at St Lawrence Green.

COMPLETE. Franks has submitted a request. He will also be attending the U3A AGM on 19th October and will sign up volunteers whilst he is there.

ACTION: Frank to sign up U3A volunteers on 19th October 2016.

ACTION: Clare to speak to Debbie Richards at Crediton Scouts to discuss what the Scouts would like to do this year.

COMPLETE. The Scouts are dressing as toy soldiers and the cart will be a jack-in-a-box.

ACTION: Clare to start preparing the timed action plan for the evening. (This used to be prepared by Mike.)

ONGOING. Clare has started preparing this and circulated the draft. She confirmed there was lots of details that still needed firming up. Frank congratulated Clare for the preparation of the times action plan.

ACTION: Clare to continue work on the timed action plan for the evening.

ACTION: Clare to contact Crediton Fire Station and ask them if they can attend this year's event.

COMPLETE. David Whyte has confirmed that they will be there, however, Clare is still waiting for written confirmation from the Station Commander.

ACTION: Clare to chase Crediton Fire Station for written confirmation that they can attend this year's event.

ACTION: Dan to speak to Baobab to ask them if they would be willing to be the Lost Children point.

COMPLETE. Clare has spoken to them and they are happy to be the Lost Children Point.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

ONGOING. Peter needs to check with Cameron.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

ACTION: Clare to ask the Town Crier if he can attend the Farmers Market on Saturday 19th November 2016, to promote the Christmas in Crediton event.

ONGOING. Peter reported that Kevin is happy to do this.

ACTION: Clare to ask Emma to attend the school assemblies with Frank in fancy dress theme.

COMPLETE. Emma has agreed to do this. Initial thoughts are for her to dress as a rag doll. Andrew advised that Tesco are willing to donate the prizes for the children's fancy dress competition.

ACTION: Source a rag doll fancy dress outfit for Emma to wear at the school assemblies.

ACTION: Clare to book in the school assemblies.

ACTION: David and Andrew to discuss the prizes for the children's fancy dress competition.

ACTION: Clare to contact Tesco to ask if the event can be promoted in store and if so how.

ONGOING. Tesco are happy to promote the event. Further discussion needs to happen regarding how this can be done. Andrew confirmed Tesco are open to anything.

AGREED. To set up a stand/display on Friday, 11th November 2016, which will stay up for the two weeks before the event. Clare to prepare PowerPoint presentation of Christmas in Crediton photos that can be run on the televisions in Tesco.

It was noted that it would be good to have Christmas in Crediton 2016 filmed, this could help promote the event next year.

ACTION: Clare to speak to Dom Lee to see if he would be willing to film the event.

Dom

15. To discuss plans and ideas for 2016 including:

- **Road closures and traffic management**

Clare confirmed that she will start contacting all of last year's volunteers to sign them up for this year's event.

ACTION: Clare to contact all of last year's volunteers to ask them for help with this year's event.

ACTION: Andrew to get 15 Tesco staff to volunteer.

ACTION: Clare to contact Ernest Jackson to see if their staff can help at the event.

- **Lights and lighting infrastructure**

The quotations had been circulated before the meeting. Clare also advised that Jo Ward had 10 x 5' stars that could be covered in rope light at a total cost of £700.

AGREED. It has been agreed to purchase the following new lights:

• Town Square Festoon Lighting + Transformers	£1,460.00
• 20 x 5' Christmas Trees with 200 twinkling lights per tree	£1,990.00
• Rope light and ancillaries to illuminate 10 x 5' stars	£700.00

AGREED. Two of the stars would be placed on the granite pillars in the Town Square. The remaining eight stars will be hung in the trees at St Lawrence Green. If there is sufficient money left in the budget the festoon light bulbs in the trees at St Lawrence Green will be upgraded to bright white led lights.

Clare expressed concern that a Christmas tree had not been sourced as yet. The tree needed to be 30' and bushy.

ACTION: Clare to find a Town Square Christmas Tree.

- **The parade**

Clare advised that for £425.00 the Exmouth land train, with one carriage accommodating 20 passengers, can be hired from 4.00 pm to 6.00 pm. There was a great deal of discussion regarding whether a charge would be made for people to take a ride, where the train would go and how, and if, it would affect performers on the High Street. It was agreed that a small working party was required to work this out along with the other finer details of the event.

AGREED. To hire the Exmouth land train at £425.00.

AGREED. Peter, Frank and Paul to form a sub-committee to work out the finer details of the event and report back to the Committee.

AGREED. To visit the Exmouth land train in October.

Rosemary confirmed that 8 stewards (not including committee members) were required for organising the Parade participants at St Lawrence Green and for accompanying the Parade to the Town Square.

ACTION: Clare to find 8 reliable stewards for the Parade.

- **The town square event**

David advised the Chamber of Commerce was looking at hosting a commercial Santa's Grotto in a vacant shop. There was a query as to what would happen to Santa appearing in the Parade or sat the Town Square if there was a grotto elsewhere in the Town. It was agreed to leave Santa in abeyance until the Chamber had firmer details.

ACTION: David to provide an update on Santa's Grotto. Committee to consider where Santa will be during the event.

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

Peter said it would be good to have the Town Band playing in the High Street.

ACTION: Clare to contact the Town Band and ask if they are willing to play in the High Street.

Dw

Clare distributed publicity material to members and confirmed electronic copies would be sent out with the minutes. She advised that the Chamber of Commerce's logo was required. She asked for feedback so final drafts could be made and the posters and bookmarks sent to the printers. She confirmed the letters to High Street businesses will need tweaking with the finer details and this needed to be done soon, so they could be delivered to all shops

ACTION: David to send Clare a pdf of the Chamber of Commerce's logo.

ACTION: All members to check publicity material and feedback comments, ideas and suggestions to Clare within seven days.

Clare expressed concern that the sponsorship stars would not be able to be used in the parade if the weather was inclement like last year. The possibility of promoting the sponsors on the side of the land train was discussed as well as having their logos on the barriers around the Christmas tree. It was noted that the location of the boards painted by Landscore & Hayward's schools was unknown.

ACTION: Clare to locate the school boards.

Clare suggested that 3 banners positioned at the entrances to the Town would be invaluable in advertising the event. Paul offered to get a quote for this.

ACTION: Clare to send Paul the artwork for the banners. Paul to get a quote to make 3 banners.

A judge is needed for the children's fancy dress competition.

ACTION: Frank to speak to Nigel Guthrie to see if he and Bishop Dame Sarah Mullally would be willing to do this.

ACTION: Clare to speak to Tom Coomber about decorating the Town Square tree with lights.

16. To discuss the finances for the 2016 Christmas in Crediton project.

Clare circulated a copy of the finances and confirmed she would update them as the project progressed.

17. To agree the date of the next meeting.

It was agreed the next meeting will be on Tuesday, 18th October 2016, at 2.00pm in the Council Chamber.

18. Close

The meeting closed at 3.42 pm



18/10/16