



Christmas in CREDITON Committee Minutes
Tuesday 15th March 2016 at 2.00 pm
at Council Chamber, Market Street, CREDITON

Page 28

Present: Liz Brookes-Hocking, Peter Hamilton, David Oliver, Dan Webb and Clare Dalley

Absent: John Downes

70. Apologies

Apologies were received and accepted from Frank Letch, Alan Quick, Rosemary Stephenson and Tara Conabeare

71. Declarations of Interest

None declared.

72. Minutes of the last meeting held on 9th February 2016

It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 9th February 2016.

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

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

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

COMPLETE. Clare has contacted Blachere who made the lights. 10 x F722 strobe lights will be £80 plus VAT.

AGREED: To purchase 10 x F722 strobe lights at a cost of £80 plus VAT.

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

COMPLETE. Most shops and businesses feel Christmas in CREDITON is worth doing. There was positive feedback about it changing to a Saturday afternoon.

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

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

COMPLETE. Liz advised that many businesses require an invoice. Several businesses said they had paid. Clare questioned this as the list provided was up to date. Generally shops and businesses support the project, especially established businesses that have been in CREDITON for some time.

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

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.

AGREED: An information leaflet detailing exactly what is happening for Christmas in CREDITON 2016, together with financial details about the project and a sponsorship invoice, will be issued to all CREDITON shops and businesses in September 2016 and followed up in November 2016.

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

ONGOING: The road closure forms have been completed, however, they need to be submitted with the Event Management Plan to be processed. Clare is currently working on the Event Management Plan.

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.

ONGOING. Some quotations have been received and included within the finances figures. Further quotes are still awaited.

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

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

ONGOING. Two quotations have been received a third is awaited. The need for additional illuminations at the East Street end of the Town was discussed as well as where the icicle lights could be used.

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: Peter to make initial first contact with Dave Pollard.

INCOMPLETE. Peter expressed concerns regarding time and labour in relation to using the lorry as the stage.

AGREED: Not to use the lorry as the stage.

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

COMPLETE. Yes it is possible. A TEN will cost £21.00 and will need to be submitted by the person running the bar.

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

ONGOING. A quotation has been received and more are awaited. Many commercial providers do not supply battery operated lights as they are deemed unreliable.

AGREED: We need cheap high street battery operated fairy lights for the sculptures.

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

ACTION: Peter to obtain quotations from sculptors.

ONGOING. There will be a cost implication as the going rate for a sculptor is £25 ph. Peter and Rosemary would favour large willow and tissue paper lanterns. They would significantly increase the visual component of the Parade and require a large element of community participation for them to be made

ACTION: Peter will put together the costing involved in creating large willow and tissue lanterns.

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

ONGOING. Clare has e-mailed the sponsors and is awaiting replies.

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

ACTION: Clare to contact Peter Brewer and ask him if he would be willing to be Father Christmas.

COMPLETE. Peter has been booked.

ACTION: Clare to contact Crediton Scouts to let them know the theme and ask them how they would like to be involved this year.

COMPLETE. The Scouts are discussing how they would like to be involved and will contact Clare.

A handwritten signature in blue ink, appearing to be 'Dw' or similar, located in the bottom right corner of the page.

ACTION: Peter to ask Electric Spank if they will be this year's band.

COMPLETE. Electric Spank will perform for £360 and a £100 deposit must be paid at the time of booking.

AGREED: To book Electric Spank

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

ACTION: Clare to bring financial projections for this year's event to the March meeting.

COMPLETE.

74. To discuss plans and ideas for 2016 including:

- **Road closures and traffic management**

Clare advised that two quotations had been received from SWH and the AA. The quotations were considered.

AGREED: To instruct South West Highways on the basis that the quotation provided is accurate for the Town Council's requirements.

- **Lights and lighting infrastructure**

Clare is in the process of obtaining quotations for the third cross street decoration to be erected and for additional lights for the St Lawrence Green trees.

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

- **The parade**

Peter and Rosemary are suggesting the Congregational Church as a meeting point for the fancy dress competition. It would be great if the Town Band played on the High Street. Great Western Morris will be in touch shortly. Amy Charles Dance School would like to be involved again.

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

ACTION: Peter to investigate other street entertainers.

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.

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

David confirmed that the Chamber of Commerce will run the fancy dress competition. Details of the Chamber of Commerce's involvement in this year's event will be available after they have met to discuss it further.

Dan Webb left the meeting at 3.16 pm

- **The town square event**

Clare asked who would be overseeing the Town Square this year following Mike resigning from the Committee. Clare expressed concern that neither Mike, who was the Light Switch-On Director, or Liz, who was Mike's deputy, will be present at this year's event and there is currently no-one appointed as the Light Switch-on Director.

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.

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.

Clare advised that Sustainable Crediton is unable to assist with the recycling at this year's event.

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

AGREED: Clare to book MDDC recycling bins for this year's event.



Clare advised the Air Cadets had offered their services for this year's event.

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.

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

Clare circulated a trophy which could be presented to Star and Superstar Sponsors this year.

AGREED: Clare to purchase the trophies next time a deal is on.

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

Clare circulated a first draft of the 2016 finances and talked members through the figures.

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

AGREED: The next meeting will be Tuesday 12th April 2016 at 2.00pm

77. **Close**

The meeting closed at 16.04 pm


12/4/16