



Christmas in Crediton Committee Minutes
Tuesday 17th November 2015 at 2.00 pm
at Council Chamber, Market Street, Crediton

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

39. Apologies

Apologies were received and accepted from Cllrs John Downes, Frank Letch and Dan Webb.

40. Declarations of Interest

None declared.

41. Minutes of the last meeting held on 27th October 2015

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 27th October 2015.

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

ACTION: Peter to contact the Town Band to confirm the number of members attending and where they will be on the night.

COMPLETE. Fifteen will be attending and they do not require chairs.

ACTION: Liz and Peter to discuss where they will be located.

ACTION: Dan to chase the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer.

COMPLETE.

ACTION: Clare to speak to MDDC to gain agreement to close Market Street car park from 6 pm to 9 pm.

COMPLETE. The need for further car parking was discussed.

ACTION: Liz to speak to Crediton Parish Church and Haywards School to establish if their car park can be used as additional parking. Alan to gain permission from QE Academy to use its car park. Clare to e-mail Crediton Dairy to remind them of the closure of the A377 and to ascertain whether they still need access for lorries.

ACTION: Frank to speak to U3a on 12 November to encourage volunteer marshals.

COMPLETE.

ACTION: Clare to speak to Nigel Cooper to request the army cadets oversee the recycling stations and take on litter picking duties. Clare to print 4 posters for each recycling bin and to make First Aid posters.

COMPLETE.

ACTION: Peter to have a chat with Jo Ward to ascertain if he can floodlight the Square so all the tree lights can be turned on in one go at the event.

COMPLETE.

ACTION: Peter to brief Gideon regarding photography duties.

ACTION: Clare to send official thanks to the Chamber of Commerce and advise them how the money is being spent.

COMPLETE.

ACTION: Mike and Alan to carry out Steward and Marshal Training.
ONGOING.

ACTION: Mike and Alan to carry out Steward and Marshal Training.

ACTION: Clare to print up to date marshal briefing packs to be handed to volunteers at the training.
Clare to provide Alan and Mike with the volunteer forms and a proforma form for them to note down everyone's names and their allocated duties/stations.

Alan to chase Crediton Police regarding their presence on the evening and to ascertain if the community vehicle will be there.

COMPLETE.

ACTION: Liz to alter last year's leaflet. Clare to have printed by 9th November for distribution to residents around the Town Square, by Liz and Peter, week commencing 16th November.

COMPLETE.

ACTION: Clare to prepare a running order ready for distribution by 9th November 2015.

COMPLETE.

ACTION: Clare to print and distribute.

ACTION: Peter to provide a costume to Emma for the school assemblies.

COMPLETE.

ACTION: Liz and Mike to move the cross street decorations on 27th October and Clare to ask John to test them.

COMPLETE.

ACTION: David and Roger to liaise with James Ayres regarding when the tele-lift is required. Clare to e-mail James Ayres telephone number to David and Roger.

COMPLETE.

ACTION: Clare to speak to DCC Highways and SWH to obtain barriers to go around the tree.

COMPLETE.

ACTION: Peter and Liz to liaise with Landscore and Haywards schools regarding the repainting of the boards.

ONGOING. Half are done. Haywards should be complete by the end of the week. Peter is still liaising with Landscore.

ACTION: Peter and Liz to liaise with Landscore and Haywards schools regarding the repainting of the boards.

ACTION: Peter to provide Emma with a costume and props (masks and hats) for the assembly.

COMPLETE.

ACTION: Clare to ask Heather Sansom and Jade Walters to look after the sponsors.

COMPLETE. Neither are available.

ACTION: Liz to look after the sponsors. Clare to contact all sponsors and ask them to be at the stage in the Town Square at 8.05 pm. Clare to arrange a bottle of fizzy/prosecco & glasses for the sponsors and David offered to provide mince pies.

ACTION: Clare to contact Kevin. Liz, Peter and Mike to meet with Kevin to advise him of his duties for the evening.

COMPLETE.

EWB

ACTION: Volunteers are needed to carry the sponsor's star logos in the Parade.

ONGOING. Peter and Rosemary are confident that there will be people available in the Parade to do this.

ACTION: Volunteers are needed to carry the sponsor's star logos in the Parade.

ACTION: Clare to ask the Army Cadets to staff the dividing line for the team photo. After which they clear the barriers away and proceed to refuse point duties.

ONGOING. Clare has briefly spoken to Nigel and will have a more detailed conversation prior to the event.

ACTION: Clare to ask the Army Cadets to staff the dividing line for the team photo. After which they clear the barriers away and proceed to refuse point duties.

ACTION: Clare to contact DCC and SWH for barriers, cones and tape.

COMPLETE. 16 barriers have been delivered by SWH thanks to help of Steve Tucker from DCC.

ACTION: Clare to ask Anne Hughes to staff the Lost Children Station.

COMPLETE. Anne can't do it.

ACTION: Lost Children Point will be at Crediton Coffee Company along with the St Johns Ambulance point. Mike, Liz and David will find a person that is DBS checked to be there and they will have a walkie talkie.

ACTION: Mike to liaise with food and drink stalls to ensure they have all certificates and logs required.

COMPLETE. Mike has requested the information.

ACTION: Mike and Peter to ensure all necessary paperwork is received from food and drink stalls.

43. To discuss the most recent 2015 Christmas in Crediton project plan and review actions required.

The project plan was reviewed and adjustments made accordingly.

44. To discuss any other final details for the Light Switch-On and Parade being held on Friday 27th November 2015.

The Children's Competition was discussed. Entrants will be registered at the Methodist Church and then will be led onto the High Street once the road is closed.

Alan advised that the Courier is running the annual Window Dressing Competition and all businesses have been asked to have the windows completed for Friday 27th November.

Alan & Rosemary left the meeting 3.10 pm

David had previously suggested having buckets carried in the Parade so people could donate spare change towards the cost of the Christmas lights and event. It was recognised that a Street Collection Licence is needed to do this.

ACTION: Clare to apply to MDCC for a street collection licence.

ACTION Liz to put together a briefing sheet for Rod's (MC) script.

Amy Charles Dance Academy require music and Peter has been investigating the possibilities with Cameron (on sound) and John Downes.

ACTION: Peter to contact Paul Tucker as it is understood he has a portable system that may work.

Jack and Beth Robson have kindly agreed to busk on the High Street and in shops.

El Beth

Peter advised that Paul will be playing border pipes at the front of the parade, possibly accompanied by an accordion player.

Peter confirmed that three people are needed for the de-rig. This will most likely be individuals from the Event Management Team.

45. To receive an update on Christmas in Crediton 2015 finances.

Clare provided an update on the finances.

46. Any other business relating to Christmas in Crediton.

ACTION: Mike to purchase a bottle of whisky to be given as a thank you to the resident who keeps letting us borrow his large trailer.

ACTION: Clare must reply to the Facebook post regarding the timing of the event.

The Emergency Evacuation procedure was discussed.

47. To agree the date of the next meeting.

It was agreed for the next meeting to be in January 2016 and a date and time to be agreed.

48. Close

The meeting closed at 4.39 pm.



12/01/2016