



Christmas in CREDITON Committee Minutes
Tuesday 27th October 2015 at 2:00 pm
at Council Chamber, Market Street, CREDITON

Page 13

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

29. Apologies

Apologies were received and accepted from Cllr John Downes.

Absent: Cllr Dan Webb

30. Declarations of Interest

None declared.

31. Minutes of the last meeting held on 6th October 2015

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 6th October 2015.

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

ACTION: Alan, Peter, Frank and David to choose the Christmas tree on Thursday 15th October at 2.00pm.

COMPLETE. The tree has been chosen and will be provided by Mr Ley. CREDITON Boniface Rotary is liaising with Mr Ley to arrange its felling and removal.

ACTION: Clare to e-mail David and Roger Pennington the contact details for James Ayres who is providing the tele-lift, in order that they can liaise with him directly.

ACTION: Alan to chase Town Band.

COMPLETE. The Town Band has confirmed it will be there.

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

ACTIONS:

- **Clare to telephone local organisations and arrange marshal information training.**
COMPLETE.
- **Dan to chase the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer.**
INCOMPLETE.
- **Clare to contact Mid Devon District Council regarding Market Street car park and Paul Wilson, DCC, for advice on access arrangements and what can and can't be done.**
ONGOING. Clare has taken advice from Paul Wilson and now needs to speak to MDDC to gain agreement to close Market Street car park from 6 pm to 9 pm.
- **Frank to attend U3A meeting on Friday 9th October and advertise need for marshals.**
COMPLETE. No volunteers have come forward as yet.
- **Clare to prioritise contacting CREDITON Rotary, CREDITON Boniface Rotary and CREDITON Lions for volunteer marshals and arranging to attend their meetings.**
COMPLETE.
- **Peter and Mike to have Stewards provided by the Arts Centre.**
ONGOING. Six people have confirmed and another 6 are needed.

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

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

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

ACTION: Clare to speak to Nigel Cooper to request the army cadets oversee the recycling stations and take on litter picking duties. Clare to make laminated signs for the litter bins and purchase latex gloves.

ONGOING. The signs have been designed by Emma. Clare still needs to speak to Nigel Cooper.

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.

ACTION: Clare to contact the Chamber of Commerce to ascertain if the old Chamber lights, believed to be in the attic/cellar of Charlesworth Nichol are still available and to ask if they will pay for the lighting infrastructure in the Square. Clare to investigate whether festoon lighting can be borrowed for anywhere else for the event. Alan to speak to Jenni Pitts to ascertain if she has any of the lights that were donated by Exeter.

COMPLETE. Chamber lights don't exist. Excellent news, the Chamber has just confirmed £3,000 of funding for the lighting infrastructure in the Square. Clare has also borrowed festoon lighting from Holsworthy Town Council.

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.

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

ACTION: Mike to carry out Steward Training.

ONGOING.

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

ACTION: Clare to produce a map of the road closure, clearly marking the road closure marshalling points, which can be included within the Marshal Briefing Pack.

COMPLETE. Clare also confirmed that volunteer forms had been printed for every volunteer to complete at the training on 22nd November.

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.

ACTION: Liz to find last year's leaflet. Clare to prepare a leaflet by 9th November that can be distributed to residents around the Town Square by Liz and Peter week commencing 16th November.

ONGOING.

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.

EMBERT

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

ONGOING. Clare is waiting for confirmation of running order.

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

ACTION: Clare to ensure the book marks are with the schools week commencing 19th October so they are handed out before half term.

COMPLETE.

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

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

ONGOING.

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

ACTION: Clare needs to advise the Chamber that the High Street trees need to be erected on the weekend of 14th & 15th November. Alan will provide Chapter 8 cover when this happens. Clare needs to advise Create storage re access arrangements.

COMPLETE. The Chamber will be erecting the trees on Sunday 8th November 2015.

ACTION: David and Tara to liaise with Jeremy at Create Storage re collection of the trees. Peter and Liz offered to assist. Clare to send a tree list to David.

ACTION: Clare to liaise with David Oliver, Jo Ward and the tele lift regarding the erection of the Town Square tree.

ONGOING.

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.

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

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

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

ONGOING.

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

ACTION: Peter to arrange one more addition to the street music.

COMPLETE.

ACTION: Clare to devise signs.

COMPLETE.

ACTION: Mike to update Abi at Crediton Dairy on what is happening this year.

COMPLETE. Clare asked who would be looking after the sponsors at the event and making sure they were in place for the presentations.

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

ACTION: Clare to e-mail Kevin, Town Crier, the minutes of this meeting and stay in touch regarding what he is required to do on the night.

COMPLETE.

EWB/H

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

ACTION: Clare to book the Boniface Centre for 22nd November 2015 between 11.30am and 1.00pm. Mike and Alan to carry out the training.

COMPLETE. Booked at the Arts Centre.

33. To receive an update on the Parade and Town Square Event.

Peter gave an overview of the event. The Town Crier (Kevin) will open the Square, he will then move up onto the High Street announcing acts from 7.00 pm onwards.

Rod Brookes-Hocking will be the MC for the evening (huge thanks to Rod) and he will be in the Square welcoming everyone and introducing Skaper (the Band).

Great Western Morris will be performing on the High Street, in their normal attire, along with the Town Band and Amy Charles Academy of Dance, all of which will also be in the Parade. Unfortunately, due to lack of volunteer dancers the High Street fairies have had to be pulled.

The Kathryn Mitchel School of dance will not be performing but will be joining in the Parade and may be flag/star carriers.

It is intended for the flags to be carried on frames, so they create more of a visual and the sponsors logos will be on stars.

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

Skaper have agreed to include Christmas music in their gig list and the MC will liaise with Skaper throughout the evening. Cameron will be doing the sound and jingles.

Mike advised that there would be Stewards slowing down people entering the Town Square from Market Street. With spectator numbers anticipated to increase it is important that the throng of people coming down Market Street is controlled for safety. It was agreed that a barrier would be required at the end of Pannier Market to stop people entering the Square this way.

It was suggested that as we have no way of counting the attendance at the event, it may be worth approaching QE School to ascertain if students would like to undertake a maths project to try and count the numbers of people attending.

AGREED: The Town Council will suspend permission for tables and chairs to be placed on the Town Square for the whole event.

It was agreed that an area of the Square must be cordoned off to give participants in the Parade a clear open space to enter into. This will also enable a 'team photo' to be taken. It was agreed the area needs to be cordoned off with the use of barriers, cones and tape and that the Army Cadets should be asked to help keep the area clear whilst waiting for the Parade to arrive.

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.

Clare advised that a DBS checked person needs to staff the Lost Children point. It was agreed to ask Cllr Anne Hughes.

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

EWB

34. To discuss and amend where necessary the Event Management Plan.

Clare advised that the Event Management Plan had been reviewed by Mid Devon Safety Advisory Group and they had made the following recommendations:

- The bar must have an incident book and log any attempts of underage persons trying to buy alcohol.
- The food and drink stalls must provide copies of their food hygiene certificates, fire risk assessments, public liability insurance and LPG check certificates.
- To move the refuse/recycling bins after the event to a safe location to prevent them being vandalised overnight.

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

David pointed out that last year several businesses/shops received notes asking them to turn off their tree lights until the big switch-on. However, some shops have to have their tree electrics hardwired, making it impossible for them to do this. All members confirmed they were aware of this and the notes received last year were nothing to do with this Committee or the Town Council.

35. To discuss and amend where necessary the Project Plan.

This was not discussed. Peter Mike and Liz will be meeting to go through this before the next meeting.

36. To review the finances.

Following the very generous £3,000 donation from Crediton Chamber of Commerce, Clare advised that she would update the finance sheet and circulate shortly.

37. To agree the date of the next meeting.

It was agreed the date of the next meeting would be Tuesday 17th November at 2.00 pm in the Council Chamber.

38. Close

The meeting closed at 4.05 pm.

