



Christmas in Crediton Committee Minutes
Tuesday 3rd October 2017 at 2.00 pm
at Council Chamber, Market Street, Crediton

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

17. To receive and accept apologies.

It was **resolved** to receive and accept apologies from Frank Letch.

18. Declarations of Interest

None declared.

19. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 12th September 2017. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 12th September 2017.

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

ACTION: Clare to contact the Guides and ask them if they would like to be involved in this year's event by making magic arches and carrying them in the fancy dress parade.

COMPLETE. Peter has arranged to meet representatives of the guides to discuss their involvement.

ACTION: Peter to meet with representatives of the guides and agree their involvement in the event.

ACTION: Liz to provide Peter with contact details for the teachers in charge of the choirs and Peter to contact the teachers directly.

ONGOING. Liz reported that Landscore doesn't currently have a designated person overseeing its choir. Landscore and Haywards Schools may collaborate.

ACTION: Liz to send a chaser e-mail to Andy Smith at Haywards School.

ACTION: Peter to investigate the possibility of some street theatre (witches, fairies and a cauldron).

COMPLETE.

ACTION: Clare to visit those businesses that have not yet signed up for a tree.

INCOMPLETE. Clare asked for assistance with completing this task.

ACTION: Clare to send a list of those businesses that have not booked a tree to Peter, Rosemary and Alan.

ACTION: Peter, Rosemary and Alan to visit those businesses that have not yet signed up for a tree.

ACTION: Clare to purchase medals for the fancy dress competition (children and adult) the same as last year.

COMPLETE

ACTION: Clare to ask James Gregory and Dee Weiner to be this year's fancy dress competition judges and to assist with the Christmas light Switch-On.

COMPLETE. James said yes, Dee has a prior engagement, although she really wanted to do it.

ACTION: Clare to ask Nigel and Tina Guthrie to assist James Gregory with this year's fancy dress competition judging.

ACTION: Clare to book Father Christmas and to ask him if he has a motorbike licence.

COMPLETE. Father Christmas is booked.

ACTION: Peter to visit the new motorbike shop to see if they could provide a bike and a driver for the event.

COMPLETE.

ACTION: Clare and Liz to visit Neil at Moto Velo to thank him for his generosity and offer a free Christmas tree.

ACTION: The Chamber of Commerce to organise a Traders Fancy Dress race.

COMPLETE. David confirmed Bruce at Grape & Grain is organising the race.

ACTION: Peter to liaise with Bruce regarding a time slot for the Traders fancy dress race.

ACTION: All members to review the Event Management Plan and provide feedback to Clare.

COMPLETE.

ACTION: Clare to ask Baobab if they are willing to be the lost child point again.

ACTION: All members to review the Timed Project Plan and provide feedback to Clare.

COMPLETE.

ACTION: Clare to pursue the permissions required to erect the 3rd cross street decoration.

COMPLETE. Clare has permission from the owners of the building and the decorations should be going up around 12th November.

21. To receive an update on the marketing of the event.

Clare advised that all promo material has been ordered. She confirmed that copies of the A4 posters have been printed and laminated in the office for distribution in surrounding villages etc. Clare asked for volunteers to distribute them. She confirmed the bookmarks would be issued to the schools once received. Liz requested bookmarks were also issued to the pre-schools.

ACTION: Clare to book Frank into School assemblies.

ACTION: Clare to issue press release for the event.

ACTION: Clare to add local pre-schools to the bookmark distribution list.

ACTION: Clare to ask Paul Fallon if he is willing to erect the banners.

22. To review the following and consider and agree any further actions:

- road closure and traffic management plans.

ACTION: Clare to arrange some advanced warning signs and chase DCC Highway Department for the Traffic Order.

- the Parade and the Town Square event

Peter circulated the programme of event which is as follows:

2.45 pm	Great Western Morris
3.05 pm	Town Crier welcome plus school choir
3.20 pm	Amy Charles Dance Academy
3.30 pm	Exeter Street Band
3.45 pm	Great Western Morris

4.05 pm	Chamber of Commerce Traders Race
4.20 pm	Sandford Choir
4.30 pm	Parade assembles (Market Street)
4.45 pm	Fancy Dress parade leaves Market Street
5.00 pm	Fancy Dress on stage for photo 'Where's Father Christmas?' Arrival of Father Christmas on motorbike into the Town Square Father Christmas plus Fancy Dress winners to gazebo for the Switch-On.
5.15 pm	Beatnxs start playing
6.30 pm	End of event.

Peter advised that he is still awaiting confirmation from Great Western Morris and the school (Landscore and Haywards) choirs. He is still liaising with the guides about their involvement. Sandford School, Amy Charles and Exeter Street Band are confirmed.

Peter has speaking with some of the street fairies and they have suggested turning the area under the canopy at the Green House into a type of Narnia/Wishing well.

ACTION: Clare to update Timed Project Plan.

Clare advised she had received an e-mail from LITE explaining that the new light spheres wouldn't be arriving in time for the switch-on. It was agreed alternative arrangements needed to be secured especially as the whole event was centred on the Town Square this year.

ACTION: Clare to seek alternative lights and cancel the existing order.

ACTION: Clare to speak to the insurance company regarding insuring the use of pyrotechnics/fireworks.

ACTION: Clare to double check that Kevin Payne is booked as the Town Crier/MC for the event.

Clare advised that Andrew at Tesco had been in contact asking if any volunteers were required for the event and whether prizes were required for the fancy dress competition.

ACTION: Clare to ask Andrew for volunteer Marshals.

ACTION: Clare to ask Andrew at Tesco if he could supply the children's fancy dress prizes again.

ACTION: Clare to ask the local fire station if they can attend the event with an appliance.

23. To review the Event Management Plan.

Clare confirmed she would update the Event Management Plan with the new programme supplied by Peter.

Rosemary and Peter confirmed they would be providing the Stewards.

ACTION: Clare to contact Rotary & Lions for volunteer marshals and formulate a rota.

24. To review the Timed Project Plan.

Alan left the meeting.

Each series number in the plan was reviewed with amendments being made to reflect the changes required.

25. To consider the lighting plan and agree any further actions.

Clare confirmed Roger Pennington has volunteered to erect the Town Square tree and will liaise with Roger Lee regarding its delivery.

The Chamber of Commerce will be erecting the High Street trees on Sunday, 5th November and Mole Avon are providing a man and van to assist with moving the trees from storage.

ACTION: David to check that Create Storage are happy with the access arrangements for Sunday, 5th November.

The need to fluff up the trees before they go into their holders was discussed and Liz and Rosemary volunteered to do this.

ACTION: Rosemary and Liz to fluff the trees when they come out of storage on Sunday, 5th November.

ACTION: Rosemary to ask Yvonne if she can help with the fluffing.

ACTION: Clare to source alternative lighting arrangements for the four Town Square trees.

26. To discuss the finances for the 2017 Christmas in Crediton project.

Clare circulated the 2017 budget sheet and confirmed that the project was proceeding within budget. Clare advised there would be an underspend in community participation and asked for the unspent funds be moved to new lighting infrastructure. This would mean the replacement lights for the tree and the buildings around the Town Square would not have to be paid for from the 'Repairs & Replacement' earmarked budget.

AGREED: To virement the surplus funds in community participation to new lighting infrastructure.

27. To consider any other business/ideas relating to Christmas in Crediton 2017 not covered by this agenda.

Clare circulated the letter for delivery to homes located in and around the Town Square regarding the road closure and parking suspension. A couple of amendments were recommended. Liz volunteered to deliver the letters.

ACTION: Clare to print the letters for Liz to deliver.

The refuse arrangements were discussed and it was agreed that the recycling bins hadn't worked for the last two years.

AGREED: To order four general waste wheelie bins from Mid Devon District Council for the event, to be situated next to the four bins already on the Town Square.

ACTION: Clare to order the waste bins.

28. To agree the date of the next meeting.

AGREED: The next meeting will be held on Wednesday, 25th October at 2.00 pm

29. Close

The meeting closed at 3.43 pm.

Signed
(Chairman)

Date:.....