



**Christmas in Crediton Committee Minutes**  
**Tuesday 19<sup>th</sup> May 2015 at 2.00 pm**  
**at Council Chamber, Market Street, Crediton**

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**Present:** Liz Brookes-Hocking, Dan Webb, Mike Summerton, David Oliver and Clare Dalley

**1. To elect a Committee Chairman for 2015 – 2016**

It was **resolved** for Liz Brookes-Hocking to be Committee Chairman for 2015-2016.

**2. To elect a Committee Deputy Chairman 2015 – 2016**

It was **resolved** for Dan Webb to be Committee deputy Chairman for 2015-2016

**3. Apologies**

Apologies were received and accepted from Frank Letch, John Downes, Peter Hamilton, Rosemary Stephenson and Yvonne Crone

**4. Declarations of Interest**

None declared.

**5. Minutes of the last meeting held on 14<sup>th</sup> April 2015**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 14<sup>th</sup> April 2015.

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

**ACTION:** Mike and Dan to provide a worked up plan at the ~~May~~ meeting.  
COMPLETE.

*EWB*  
*June/*

**ACTION:** Peter to chase Mike re permission and Clare to contact Paul Dadson, Conservation Officer.  
INCOMPLETE.

**ACTION:** Clare to chase Mike at Bike Shed re permission and to contact Paul Dadson, Conservation Officer.

**ACTION:** Clare to obtain up to date quotations to install lighting infrastructure to the lampposts on the Town Square and lights for trees on the Square.

COMPLETE. Clare explained that two quotations had been provided by Jo Ward to install the lighting infrastructure to the lampposts. It was **resolved** that Jo's quote of £1,103 plus VAT should be accepted subject to funding being secured.

**ACTION:** Clare to obtain quotations from contactors to erect all the decorations. Peter and David to continue making enquiries regarding obtaining a 30 foot Christmas tree for the Town Square. Alan to e-mail Clare Ruth Brook's details. Clare to contact Ruth Brook.

COMPLETE. Clare advised that she had spoken to Ruth Brook who was happy to donate a tree. However the Committee will need to identify early the tree that they want and arrange for its felling and transportation.

**ACTION:** Committee members to contact Ruth and arrange an appointment for a site visit to pick a tree. David will speak to Rotary members/local farmers re felling and transporting the tree.

*EWB*

**ACTION: Clare to submit road closure application to Devon County Council and obtain quotations from contractors for the road closure and associated traffic management.**

ONGOING. Clare confirmed the road closure paperwork had been completed and submitted to Devon County Council. She had contacted the AA and South West Highways for quotations for Traffic Management and the quotes were still awaited.

**ACTION: Peter to cost out the parade and the workshops for the props and visuals.**

COMPLETE. A copy is attached to the minutes as Appendix One.

**ACTION: Clare to speak to Debbie Richards to establish whether the cart could be used again for Father Christmas and whether it could be adapted into a fairy tale carriage.**

COMPLETE. Clare would arrange a meeting with Debbie to discuss the details further. It is vital Peter is present at the meeting.

**ACTION: Mike, Liz and Peter to form a subgroup to discuss the detail of the Town Square event.**

COMPLETE. One meeting held and the next one has already been arranged. Notes of the last meeting are attached as Appendix Two.

**ACTION: Clare to price up 30 high visibility marshals jackets.**

COMPLETE. It is intended for the costs of the high visibility vests to be met by an Awards For All application. Mike requested CREDITON STEWARDS high visibility vests as there needs to be a clear difference between the marshals and stewards.

**ACTION: Clare to price up CREDITON STEWARD high visibility vests.**

**ACTION: Clare and Frank to put together a portfolio of all the advertising Helmores received in 2014 and ask them if they would be willing to remain as sponsors.**

To be covered under agenda item 8 'To discuss fundraising for the 2015 Christmas in CREDITON project.'

**ACTION: Clare to put together a list of tangible things local businesses could sponsor, to increase the level of donation money received once all costing received.**

ONGOING. Not all costings have been received yet.

**ACTION: Peter to contact Locked Horns an 18-19 piece jazz band. David to contact Andrew Vaccari.**

ONGOING. David has spoken to Andrew Vaccari who is pleased to be asked and would like to talk about it further after the 11<sup>th</sup> July.

**ACTION: Peter to contact Locked Horns an 18-19 piece jazz band. David to contact Andrew Vaccari.**

**ACTION: Clare to do the following in an attempt to gain a larger network of dedicated volunteer marshals:**

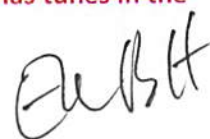
- Use social media
- Contact Involve Mid Devon
- E-mail local organisations
- Contact Town and District Councillors
- Advertise the need in the next Town Council Newsletter.
- If possible, have a table at the CREDITON Festival volunteer day.

ONGOING. Clare has used the Christmas in CREDITON Facebook page to ask for volunteer marshals. David confirmed that Roger Pennington is willing to be a marshal. Liz confirmed the Town Council will be having a table at the CREDITON Festival Volunteer Day.

**ACTION: Alan to contact the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.**

ONGOING. Alan was not present at this part of the meeting.

**ACTION: Alan to contact the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.**



**ACTION:** Members to contact local Morris dancing troupes to see if they would be willing to attend the event free of charge.

ONGOING. It was agreed that it would be best to contact a local group who may be willing to attend for free.

**ACTION:** Dan to approach Great Western Morris as they are all local and hopefully will attend at no charge.

**ACTION:** David to ask Alison Shakespeare if she is willing to help with the design.

COMPLETE. Alison has requested further information and can work on a brief after 11<sup>th</sup> July. Liz and Clare said they would be happy to deal with this.

**ACTION:** Clare and Liz to reply to Alison's e-mail and provide her with the information she requires.

**ACTION:** Clare to submit an Awards for All application in May 2015.

ONGOING: Clare has prepared the Awards For All application and has circulated to all members. It requires fine tuning before submission.

**ACTION:** Clare and Liz to fine tune the Awards For All application and submit no later than the first week in June.

**ACTION:** David to speak to the Chamber of Commerce regarding making a donation to the event.

ONGOING. David advised that the Chamber appears to be dragging its heels. However, there is an AGM in May/June and it will be discussed then.

## 7. To discuss plans and ideas for 2015

### a) Road closures and traffic management

Everyone was happy with the road closure application. Clare will chase the traffic management quotes so they can be considered at the next meeting. It was recognised that there needs to be a distinction between the marshals who are responsible for the road closures and the stewards that are looking after the parade and people.

More volunteer marshals that are committed, and understand their responsibilities, are needed to avoid the problems experienced last year. There will need to be marshals situated at the bottom of Church Street, to stop vehicles travelling up it and trying to pop out on Union Road, which will be closed. Market Street car park was also an issue last year with cars wishing to leave during the road closure, this needs to be addressed.

**ACTION:** Clare and Liz to create a briefing sheet for marshals that clearly explains the roles and responsibilities and the complexity of the event. Dan to contact the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer. 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.

### b) Lights and lighting infrastructure

David Oliver left and Alan Quick arrived at 2.45 pm.

A quotation had been received from a local contractor to install and remove the High Street trees and the Town Square Christmas tree. Concern was expressed at the cost and it was felt that further quotations would need to be obtained from bigger companies due to the increased scale of the project. It was recognised that the Committee will need to consider how the project can be made financially sustainable in the future.

**ACTION:** Clare to contact Christmas illumination companies for quotations to erect the High Street trees and the Town Square Christmas tree.

### c) High Street traders/open shops for the Switch-on event

David had previously advised that High Street traders are keen to be involved and that shops will be open on the night. Members expressed concern that shops wanted to have stalls on the Square, as there will not be the space available. The possibility of placing stalls on Market Street was discussed.

*EWB*

d) **The parade**

Minutes of the last meeting of the Parade & Town Square Event Group are attached to these minutes as Appendix Two. There will be another meeting next week.

e) **The town square event**

Minutes of the last meeting of the Parade & Town Square Event Group are attached to these minutes as Appendix Two. There will be another meeting next week.

f) **Any other plans and ideas not covered above**

It was recognised that the High Street Traders Group are brainstorming lots of ideas for the event, which is excellent. It was agreed to invite Tara, as Chairman of the Group, to the next meeting and work with David and Tara to firm up the High Street Traders participation in the event.

**ACTION: Clare to invite Tara to the next meeting.**

Alan recommended contacting Actors for North Tawton Society regarding costumes, in order to promote the event. He also recommended contacting McMillan Solicitors as a member of their staff has a full Elsa costume and may be interested in being involved.

8. **To discuss fundraising for the 2015 Christmas in Crediton project.**

Several Committee members advised that Helmores had made their position quite clear, in not wanting to be involved any further in Christmas in Crediton. It was agreed for the Committee to look for other sponsors. Clare read an e-mail that she had sent to several large local businesses asking them if they would sponsor the event. Members were happy with the e-mail and provided the names of other local businesses that Clare could get in touch with.

**ACTION: Clare to continue contacting local businesses to obtain sponsorship.**

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

It was agreed the date of the next meeting would be Tuesday 16<sup>th</sup> June 2015 at 2.00pm in the Council Chamber.

10. **Close**

The meeting closed at 4.24 pm



16/06/2015

**Christmas in Crediton 2015      Crediton Arts Centre      outline budget  
18/5/15**

**The Fairies:** aim to have street fun, create smiles, be a Christmas presence on the streets. They will: clean the square and dust the trees, benches etc

Put up stars in the trees

Grants Christmas wishes to passers by

Sprinkle fairy dust and help to grant wishes to children

Take tea from time to time

Create, anarchic fairy fun

**Budget:** Fees for Choreographer and hire of space £75 per session

4 rehearsals sessions, 1 dress rehearsal      £375

materials for costume; £20 x 16 fairies      £320

**sub total 695**

**Pied Piper workshop;**

Fee for sculptor      200

Materials; willow, tissue, PVA frame      70      270

**Star workshops**

Materials: willow, tissue, PVA      80      80

**Square entertainment**

PA Cameron      200

Band(s) £400+£100 support      500      700

High street entertainers musicians, juggler(?)      100

Contingency: fuel, vollees coffee etc      100

Coordinating Fee      300

CAC 10%      200      600

**sub total 1750**

**Total: £2445**

*Note, a separate budget for the Fairies, as they are a new addition this year.  
Could the Fairies, and other strands be part of an Awards for All application?*

*E. White*

**Christmas in Crediton 2015 meeting 20<sup>th</sup> April Liz, Mike, Peter****We discussed**

- the possible timing and artistic content of the parade
- the kind of atmosphere we'd like to create both on the High Street and in the Town Square
- possible opportunities for High Street Traders
- and were aware of, but deliberately left considering the logistics, marshals, movement of crowds etc for a later meeting

**a) on the street**

amongst this discussion we were aware of the attraction for the creation of a happy pre-Christmas / parade of the value of street entertainment (musicians, fairies etc) the crowd, granting wishes, sprinkle dust etc together with music on the street. With this in mind

- 1 no cars on High street or surrounding the square from 7.00 onwards
- 2 High Street closed from 7.00pm onwards
- 3 Parade lines up at 7.30 and departs 7.40 to arrive in the square at 8.00pm
- 4 Local people and traders reclaim the High Street from 7.00pm to end of closure so helping to build the High Street atmosphere from 7.00 to 7.30 and beyond
- 5 Fairies to interact with children, fancy dress folk, people on the street, granting wishes etc
- 6 Town Crier to cry news, make announcements, anyone's birthday? Etc
- 7 Two small groups of musicians playing top of Market Street and Bookshop areas
- 8 Town band (small group) playing at Lees Outfitters
- 9 Other street entertainment could include dancers—Amy Charles and or Katherine Mitchell

**b) The Parade to include**

- 1 two bands
- 2 a high, visual pied piper image to lead the parade
- 3 under the all-embracing fairy tale theme (that encourages dressing up) people costumes as rats and mice, characters from fairy/folk tales; groups of, for example, red riding hood and her fox, forty thieves, Snow White and some dwarfs etc
- 4 snowflakes and stars carried on poles
- 5 traders and other groups carrying their flags
- 6 towards the rear of the parade- the decorated cart (fairy tale) to include a princess? or a Cinderella? drawn by mice? (**note**: no Father Christmas at this stage)
- 7 The fairies accompanying the cart?

**c) Action points /to do**

- 1 Contact Crediton Scouts and Guides to seeking level of involvement (CD)
- 2 Contact Scouts to locate and possibly store the cart prior to decoration (CD)
- 3 Following this, contact Bow Scouts to seek level of involvement (CD)
- 4 Contact Town Band re small brass group playing on the High street 7.00—7.40 (?)
- 5 Contact arrange two groups of musicians for High Street (PH)
- 6 Contact Charles Dance Academy (PH) and Katherine Mitchell Dance School (?)
- 7 Seek funding for Pied piper workshop, Stars workshops and funding for Fairies **Liz and Clare, are you doing an A4A application? If so can funds for the fairies be included? When's your application deadline?**

**d) In the Town Square**

We discussed the need:

for staging, rostra and outline positioning

for an MC

for a PA

**Entertainment 1** (local band playing popular/ covers/ some 'Christmas carols in the mix playing a shortish set 7.20pm to arrival of parade at 8.00

Entry of Father Christmas for Switch On perhaps by FC and child?

8.15 **Entertainment 2** (band for young people, (like Electric Spank) Liar in the Light was suggested? 8.15—9.00

**e) Action points/ to do**

- 1 research bands by seeking advice from Dean Morgan, Jo Ward, Andrew Vaccari (PH)
- 2 book Cameron for PA (PH)
- 3 consider / research an MC (??)