



Christmas in Crediton Committee Minutes
Tuesday 14th June 2016 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Frank Letch, Dan Webb, Peter Hamilton, David Oliver and Clare Dalley

- 1. To Elect a Committee Chairman for 2016-2017**
It was **resolved** to elect Frank Letch as Committee Chairman for 2016-2017
- 2. To Elect a Committee Deputy Chairman for 2016-2017**
It was **resolved** to elect Dan Webb as Committee Deputy Chairman for 2016-2017
- 3. Apologies**
Apologies were received and accepted from Alan Quick, Liz Brookes-Hocking and Andi Wyer. Peter apologised as he must leave the meeting at 3.00pm.
- 4. Declarations of Interest**
Cllr Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.
- 5. Minutes of the last meeting held on 12th April 2016**
It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 12th April 2016.
- 6. To discuss and review actions from the previous meeting.** A list of actionable points had been issued with the agenda.

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

INCOMPLETE.

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

ACTION: Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.

INCOMPLETE. Clare advised this would be done once the final figures had been confirmed.

ACTION: Clare to devise a set of figures for public consumption, in order to give an explanation of how much the project costs.

ACTION: Clare to prepare Event Management Plan and submit road closure and parking suspension applications.

COMPLETE.

ACTION: Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration including primary coloured festoon lighting for the Square.

ONGOING.

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

ONGOING. Quotations are still outstanding.

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

ACTION: Peter to research a sculptor for the creation of the large willow and tissue lanterns.
ONGOING. Peter is waiting to hear back from Devon Arts Network regarding his enquiries for a sculptor.

ACTION: Peter to research a sculptor for the creation of the large willow and tissue lanterns.

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

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

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

ONGOING. Rosemary has received an invoice and is arranging payment.

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

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

INCOMPLETE. It was agreed this was a long standing item and as an appropriate location could not be identified the erection of the third cross street decoration would be removed from the action list for the time being.

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

COMPLETE. The Town team have confirmed we can borrow the gazebos.

ACTION: Peter to investigate other street entertainers.

ONGOING. Peter is chasing Great Western Morris and will speak to Amy Charles nearer the time.

ACTION: Peter to liaise with Great Western Morris and Amy Charles regarding Street entertainment and investigate any other street entertainers deemed appropriate for the event.

ACTION: Dan to investigate street entertainers.

INCOMPLETE

ACTION: Dan to investigate street entertainers.

ACTION: Dan to contact Congregational Church to ask if the Church can be used for fancy dress competition

COMPLETE. The Congregational Church is happy to host the fancy dress competition.

ACTION: Peter to contact Anita about the street band.

ONGOING. Anita is hopeful that she will have enough musicians.

ACTION: Peter to stay in contact with Anita regarding musicians for the street band.

ACTION: Clare to contact Crediton Youth Collective to ask them if they will be a Junior Street Crew.

ONGOING. Clare has met with the Chairman and discussed the event. The Youth Collective will be discussing the request at their next meeting.

ACTION: Clare to chase Crediton Youth Collective regarding the Junior Street Crew.

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.

COMPLETE. Mike is willing to do this.

ACTION: Alan to provide Clare with Colin Mathews details so she can obtain a quotation for waste and recycling services.

COMPLETE. Clare has spoken to Colin and unfortunately he cannot assist with this service. Therefore, Clare has e-mailed MDDC and booked their bins for this year's event.

ACTION: Peter to ask the Market Café if they would like a stall at this year's event.

COMPLETE. They are thinking about it.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have 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.

COMPLETE. Maurice has made a £100 contribution towards last year's event and £100 towards this year. He would definitely like a stall at this year's event.

ACTION: Clare to contact Crediton Rugby Club to ask if the Council can borrow their mobile floodlights.

COMPLETE. Crediton Rugby Club has confirmed we can borrow their mobile floodlights.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.

ACTION: Clare to investigate paper/cardboard hats that could be given to non-fancy dress parade participants.

ONGOING. Clare has tasked Emma with this and she has started researching.

ACTION: Clare to investigate paper/cardboard hats that could be given to non-fancy dress parade

ACTION: Peter to book Cameron and the PA system including a radio mic for Father Christmas.

COMPLETE.

ACTION: Clare to ask Roger Pennington and Julian Pratt if they would be willing to be joint Chief Marshals this year

COMPLETE. Both have declined. Dan confirmed he is willing to step in if either no-one else can be found or the volunteer willing to take the role needs assistance.

ACTION: Committee members to identify a willing volunteer to be Chief Marshal.

ACTION: Clare to ask the Town Crier to pop in for a chat to discuss his role in this year's event.

COMPLETE. Clare has spoken to Kevin and he is happy to be involved in the event.

ACTION: Peter to meet with Kevin to discuss his role in this year's event.

ACTION: Clare to speak to Jo Ward about possible pyrotechnics for the light switch-on.

INCOMPLETE

ACTION: Clare to speak to Jo Ward about possible pyrotechnics for the light switch-on

7. To discuss plans and ideas for 2016 including:

- **Road closures and traffic management**

Clare advised that with the exception of the need for a Chief Marshal, the road closure and traffic management are all under control.

- **Lights and lighting infrastructure**

AGREED. To accept the quotation dated 8th May 2016 from Jo Ward to connect the existing Christmas lights at a cost of £2,271.

Clare advised that she had obtained a verbal quotation from a contractor to put up the 80 High Street Christmas trees into the flag holders, at a cost of £14 per tree. Members were quite stunned at this cost and David confirmed that a team from the Chamber of Commerce would do this.

AGREED. Crediton Chamber of Commerce will put up and take down the High Street Christmas trees.

- **The parade**

Peter expressed two concerns. Firstly, more volunteers are required at St Lawrence Green to assist Rosemary and Yvonne in getting the parade ready and secondly, the amount of non-fancy dress participants (parents/guardians) accompanying children in the parade.

Frank offered to contact U3a and see if he could muster 5 volunteers to assist Rosemary and Yvonne. Clare suggested that Emma and Sandie may also be able to assist.

ACTION: Frank to contact Crediton U3A and ask for 5 volunteers to help with the arranging of the Parade at St Lawrence Green.

Clare advised that at the last meeting it had been agreed that parents would be asked to wear a themed hat when accompanying children in the parade. It was agreed that this needed to be promoted via the media and during Frank's school visits when he promotes the event. David suggested that a prize (bottle of wine etc.) could be given to the best dressed mum or dad as a way of encouraging them to join in.

AGREED. The flags would once again be included in the Parade. Parade participants would be asked to carry the willow and tissue snowflakes.

ACTION: Clare to speak to Debbie Richards at Crediton Scouts to discuss what the Scouts would like to do this year.

ACTION: Clare to start preparing the timed action plan for the evening. (This used to be prepared by Mike.)

- **The town square event**

AGREED. Electric Spank to play for 30 minutes prior to the parade reaching North Street.

ACTION: Clare to contact Crediton Fire Station and ask them if they can attend this year's event.

Dan requested for the fire engine to be parked away from shop fronts, as the engine has to be left running.

AGREED. The area outside the Council offices to be coned off for the fire engine.

It was agreed that Baobab would make an ideal Lost Children Point as it has a children's area.

ACTION: Dan to speak to Baobab to ask them if they would be willing to be the Lost Children point.

AGREED. The winner and runner up of the children's fancy dress competition would turn on the Christmas Lights.

It was agreed that additional speakers were needed in the Town Square so the Town Crier/MC could be heard.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

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

The two poster designs prepared by Emma were discussed and considered.

AGREED. To use the North Pole sign design. Peter asked for street entertainment to be added to the poster.



ACTION: Clare to ask the Town Crier if he can attend the Farmers Market on Saturday 19th November 2016, to promote the Christmas in Crediton event.

ACTION: Clare to ask Emma to attend the school assemblies with Frank in fancy dress theme.

David suggested utilising Tesco as a way of promoting the event as they are being extremely supportive of the Town and local businesses.

ACTION: Clare to contact Tesco to ask if the event can be promoted in store and if so how.

8. To discuss the finances for the 2016 Christmas in Crediton project.

Clare circulated the finance sheets and talked members through the information contained in them.

9. To agree the date of the next meeting.

AGREED: The next meeting will be Tuesday, 12th July 2016 at 2.00pm.

Peter apologised as he is unable to make the meeting. He confirmed he would submit an update on his actions prior to the meeting.

10. Close

The meeting closed at 3.04 pm



13th September 2016