



Christmas in Crediton Committee Minutes
Tuesday 14th April 2015 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Frank Letch, Mike Summerton, Peter Hamilton, David Oliver, Alan Quick, Richard Adams (part meeting) and Clare Dalley

96. Apologies

Apologies were received and accepted from Frank Letch, Dan Webb, Rosemary Stephenson and Yvonne Crone.

97. Declarations of Interest

None declared.

98. Minutes of the last meeting held on 10th March 2015

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 10th March 2015.

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

ACTION: Clare to provide Mike and Dan with the list of where the High Street trees were located in 2014, to establish where more trees could be erected and black spots where brackets and permissions were required.

ONGOING. Clare has provided Mike and Dan with the list. Mike and Dan are working on this at the moment and will have a worked up plan for the May meeting.

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

ACTION: Clare to contact Chris at the Post Office and Peter to contact Mike at Bike Shed to obtain the necessary consents. If these can be obtained Clare to contact Paul Dadson, Conservation Officer.

ONGOING. Clare has gained permission from Chris at the Post Office and Peter has spoken to Mike at the Bike Shed, who is happy in principle, but would like to investigate the condition of the wall of the building before giving the 100% go ahead.

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

ACTION: Clare to obtain quotations for the erection of another set of catenary wires and for putting up and taking down three cross street decorations and additional twinkling white lights to the catenary wires.

COMPLETED.

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.

ONGOING. One quotation received from the specialist lighting company. Clare has also contacted Jo Ward and requested a quotation from Jo.

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.

ACTION: Clare to obtain quotations from contactors to erect all the decorations. Peter and David to make enquiries regarding obtaining a 30 foot Christmas tree for the Town Square.

ONGOING. Clare has spoken to Mark and requested a quote. She has provided Mark with in-depth details and the quotation is awaited. Peter has spoken to Peter Jones who may be able to source a tree; however, Peter thought transporting it to the Town Square could be a challenge. David said he will talk to the farmers in the Rotary Club and see if any of them could help with transporting the tree. Alan suggested contacting Ruth Brook regarding obtaining a tree and would pass her details to Clare.

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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.

ACTION: It was agreed to defer setting the date of the event until April, pending Clare and Liz consulting with Paul Wilson, DCC Highways, David consulting High Street Traders and all members consulting the public via facebook etc., to establish the preferred date and time.

RESOLVED. It was resolved that Christmas in Crediton 2015 would be held on Friday 27th November 2015. It was further **RESOLVED** to apply to Devon County Council for a road closure including the suspension of parking for the event from 7.00pm to 9.00pm.

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

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

ONGOING. Peter has been considering several ideas and will discuss these with members committee later on in the meeting.

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

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

ONGOING. Clare has established who to contact at the Scouts. The cart is still at the Scout Hut in pieces. It was suggested that the Scouts may consider transforming the cart into a pumpkin carriage as a project. Clare was advised to contact Debbie Richards the new Leader.

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.

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

ONGOING. A date will be arranged after this meeting.

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

ACTION: Clare to price up more high visibility marshals jackets.

ONGOING. The prices are similar to last year, however cost varies with quantity. Clare asked for confirmation of how many extra high visibility jackets were required.

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

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.

INCOMPLETE.

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.

ACTION: Clare to start putting finances together for the 2015 event.

COMPLETE. This will be discussed later in the meeting.

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

INCOMPLETE.

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.

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

ONGOING.

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

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100. To discuss plans and ideas for 2015

a) **Date and time of The Parade and Switch-on**

This was discussed and agreed earlier in the meeting, please see above.

b) **Road closures and traffic management**

This was discussed and agreed earlier in the meeting, please see above.

c) **Lights and lighting infrastructure**

It was agreed that the aim this year is to

- increase the High Street trees to 100, which means buying an additional 20
- erect a third cross street decoration on Market Street
- illuminate 12 trees on the Town Square.

d) **High Street traders/open shops for the Switch-on event**

Subject to the road closure it is hoped traders will have between 30 minutes to 1 hour to spill out of their shops onto the High Street.

e) **The parade**

Peter explained that we need to be proactive in approaching the schools, brownies, scouts, local groups etc. to dress up and take part in the event. He would also like to use Patterers on the High Street to entertain people for 45 minutes to 1 hour before the parade starts as well as Fairies to 'clean' the Town Square and High Street (erect stars and distribute fairy dust etc...)

Peter would like stars and fairies as visuals in the parade and will providing costings to Clare for the workshops.

It was agreed that a more robust approach to recruiting volunteer marshals is required following the issues experienced last year.

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 Councilors**
- **Advertise the need in the next Town Council Newsletter.**
- **If possible, have a table at the Crediton Festival volunteer day.**

f) **The town square event**

Liz, Peter and Mike will be meeting separately to discuss this.

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

It was felt that more entertainment was needed, before the parade started.

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.

It was agreed the promotional material needed to be prepared and issued early.

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

101. To discuss fundraising for the 2015 Christmas in Crediton project.

Clare circulated a spreadsheet of the finances so far. It was agreed that an Awards for All application should be submitted in May 2015, to cover the costs of the parade workshops, community event

Clare H

training, the purchase of high visibility jackets etc... It was recognised that a lot of additional funding was going to be required.

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

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

RESOLVED: Clare to book the radio communication equipment at a cost of £95 plus VAT.

102. To agree the date of the next meeting.

It was agreed the date of the next meeting would be Tuesday 19th May 2015 at 2.00pm in the Council Chamber.

103. Close

The meeting closed at 4.00 pm



Handwritten in blue ink: "19/05/2015" and some illegible scribbles above it.