



Christmas in CREDITON Committee Minutes  
Tuesday 17<sup>th</sup> February 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, Alan Quick, David Oliver and Clare Dalley

**79. Apologies**

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

**80. Declarations of Interest**

None declared.

**81. Minutes of the last meeting held on 6th January 2015**

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

**82. To discuss the issuing of a Christmas in CREDITON 2014 Feedback Questionnaire to High Street Traders.**

Liz welcomed David to the meeting, as the new representative of the High Street Traders Group.

It was **resolved** to utilise the newly formed High Street Traders Group by circulating ideas to them and gaining feedback.

**83. To receive an update on the finances of the 2014 Christmas in CREDITON project.**

Clare advised that there was a surplus of £1,441.39 in the Town Council's budget. It was **resolved** to carry forward the surplus of £1,441.39 to the 2015-2016 budget in order that it could be used for the 2015 project.

**84. To discuss plans and ideas for 2015.**

**a) Lights and lighting infrastructure**

**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.

**ACTION:** Mike and Dan to investigate where a third set of catenary wires could be erected.

**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.

**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.

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

The High Street traders definitely want to play an active role and have suggested that their shops could spill out onto the pavements for the night.

The Traders Group are happy to take on the children's competition element of the event.

**AGREED:** The event will be a fairy tale theme.

## c) The parade

**ACTION:** Clare and Alan to establish if the road can be closed for a longer period, as this may affect the day of the week the event is held.

**AGREED:** The Pied Piper will lead the parade.

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

**AGREED:** All the flags would be in the parade.

**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.

It was agreed that the whole management team need to be more proactive in advertising and marketing this year's event. This could include presentations at the school and with local groups to encourage them to dress up and take part in the parade.

## d) The town square event

The need for a strong PA system was discussed and whether it would be best to hire or buy this. Several different bands were discussed and the location of the stages. It was recognised a subgroup to go into the detail was required.

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

## e) Road closures and traffic management

The road closure had briefly been discussed earlier in the meeting. It was recognised that a robust marshalling policy and procedure was required and things would need to be done differently to avoid the issues experienced in 2014.

**AGREED:** Alan to continue as Chief Marshal and to give the matter some thought.

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

## f) The town party

**AGREED:** Put the Town Party on the back-burner for 2015 and not have one.

## 85. To discuss fundraising for the 2015 Christmas in Crediton project.

**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 but donating less money, possibly ask them to sponsor a particular thing, such as the Town Square Christmas Tree.

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

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

## 86. To agree the date of the next meeting.

It was agreed the date of the net meeting would be Tuesday 10<sup>th</sup> March 2015.

## 87. Close

The meeting closed at 4.20pm



10/03/2015