



Christmas in CREDITON Committee Minutes
Tuesday 8th September 2015 at 2.00 pm
at Council Chamber, Market Street, CREDITON

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Present: Liz Brookes-Hocking, Frank Letch, Peter Hamilton, Mike Summerton, Dan Webb, Alan Quick, David Oliver and Clare Dalley

21. Apologies

Apologies were received and accepted from John Downes.

22. Declarations of Interest

None declared.

23. Minutes of the last meeting held on 16th June 2015

It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 16th June 2015.

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

ACTION: Clare to contact CREDITON Youth Collective, Lauren Strand at CREDITON Youth Café and Dan at the Congregational Church Youth Group to promote the 'flash mob' and ask interested individuals to come forward and take part.

COMPLETE. Clare has contacted both groups and asked them to make contact with Tara.

ACTION: Clare to ask Jo Ward to provide a quotation for connecting the electrics for the 80 artificial trees on the High Street and for dressing and connecting up the Town Square tree. Clare to contact Rosemary at the Arts Centre regarding the risk assessment used for the erection of the flags and to check with the Council's insurers.

COMPLETE. Jo Ward has provided a quotation. A risk assessment has been carried out for the putting up and taking down of the trees and e-mailed to the Council's insurer and they have confirmed they will insure the activity

ACTION: Tara to contact the Chamber of Commerce and ask for a financial contribution.

COMPLETE.

ACTION: Clare to chase David for further information regarding transportation of the tree. Alan, Mike and Peter to report back on the trees and which one would be best for this year. Clare to speak to Richard Huxtable to see if he would fell the tree free of charge.

ONGOING. David has confirmed volunteers from CREDITON Boniface Rotary will fell the tree and transport it.

ACTION: Alan, Mike and Peter to report back on the trees and which one would be best for this year.

ACTION: Peter to contact Dean Morgan regarding Changes to establish availability and costs. Mike to contact Rhythm Machine regarding availability and costs.

COMPLETE. Peter has contacted Dean Morgan but hasn't heard anything back yet. Peter and Mike are going to see the band Skarper at the weekend, who are a SKA band. Mike has contacted Rhythm Machine, however they may be too expensive as they are a nine piece band.

ACTION: Clare to chase Alan regarding contacting the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.

ONGOING.

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: Clare to contact Alan to ascertain which Morris Group he had spoken to. If it isn't Great Western Morris, then Peter will contact Great Western Morris as they are all local and hopefully will attend at no charge.

COMPLETE. It was Great Western Morris. It was agreed that the Morris Dancers would be a good addition to the activities. Peter will ask Great Western Morris Dancers, if they'll attend for the discounted price of £300.

ACTION: Peter to ask Great Western Morris Dancers, if they'll do it for £300.

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

COMPLETE.

ACTION: Clare to e-mail local organisations and arrange marshal information/training. Clare and Liz to prepare a presentation. 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.

INCOMPLETE/ONGOING.

ACTION: Clare to e-mail local organisations and arrange marshal information/training. Clare and Liz to prepare a presentation. Dan to chase 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.

ACTION: Clare to chase quotations from Christmas illumination companies to erect the High Street trees (hopefully this is no longer required) and the Town Square Christmas tree.

COMPLETE.

ACTION: Peter, Clare and Rod to meet on Tuesday 23rd June to devise sponsorship pack. Clare to continue contacting local businesses to obtain sponsorship.

COMPLETE. Sponsorship pack devised and issued to local businesses.

ACTION: Clare and Liz to meet with Stuart Gardner at AA. Clare to re-submit a revised road closure application to Devon County Council.

COMPLETE.

ACTION: Mike, Peter and Liz to have a further meeting on Friday 26th June 2015, to progress the parade and town square event.

COMPLETE.

ACTION: Clare to contact Newton St Cyres Young Farmers, Crediton Army Cadets and QE Sixth Form to see if any members are interested in being part of the de-rig team.

INCOMPLETE.

ACTION: Clare to contact Newton St Cyres Young Farmers, Crediton Army Cadets and QE Sixth Form to see if any members are interested in being part of the de-rig team.

ACTION: Clare to contact Sustainable Crediton to see if they will provide recycling assistance at the event.

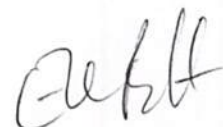
COMPLETE. Liz made contact and unfortunately they cannot help.

ACTION: Recycling and rubbish assistance is required. Clare to contact Mid Devon District Council to establish if this is a service it could provide together with the costs.

ACTION: Clare contact RGB and the Community Landfill Tax.

INCOMPLETE.

ACTION: Clare contact RGB and the Community Landfill Tax.



ACTION: David and Tara to approach Crediton Chamber of Commerce and request substantial financial contribution.

COMPLETE.

25. To discuss plans and ideas for 2015

a) Road closures and traffic management

Clare circulated draft copies of the 2015 Event Management Plan and asked everyone to take a copy and give feedback when they could. Clare also advised that Devon County Council would charge approximately £300 to cover the costs of additional labour for signing and coning the required parking restrictions on High Street, Market Street, North Street and Parliament Street. It was **resolved** to pay the additional costs as the parking restrictions are needed.

b) Lights and lighting infrastructure

Clare advised that there are insufficient funds for any new lighting infrastructure this year. This may change if the Chamber of Commerce decided to support the event, however as yet nothing had been heard. Clare advised members that additional lighting is required in the Town Square for the Light Switch-on event. It was agreed for Peter to talk to Jo Ward to see if he could assist with this as he supplies the lighting for the festival.

ACTION: Peter to contact Jo Ward regarding additional lighting in the Square for the Light Switch-On Event.

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

David confirmed the shops were happy to open on the night. The Traders Groups are also organising other events for the evening such as the Children's Fancy Dress Competition.

d) The parade

ACTION: Mike, Peter and Liz to have a further meeting to progress the parade and town square event.

e) The town square event

ACTION: Mike, Peter and Liz to have a further meeting to progress the parade and town square event.

f) Any other plans and ideas not covered above

Liz circulated a copy of the publicity. It was agreed that the sponsors needed to be moved around in order that prominence was given to the Super Star Sponsors. It was also agreed that the words 'sponsored and supported by' should be added above the sponsors.

Mike confirmed he would be happy to carry out the Stewards Training.

ACTION: Mike to carry out Steward Training.


Clare raised concerns that some things may get missed and it was imperative that the details of the plan and events were carefully considered. Mike volunteered to put together a Project Plan which will expand upon the Event Management Plan and be a chronological programme and sequence of events, logistics, H&S, etc.

ACTION: Mike to devise a Project Plan

26. To discuss the finances for the 2015 Christmas in Crediton project.

David asked for receipts to be issued to the businesses that made donations. Clare confirmed that receipts would be issued to all businesses this year.

Liz explained that due to lack of funding it would not be possible to go ahead with any of the new lighting infrastructure this year. The current finances would only allow for the 'Repeat Costs' and 'Community Participation Costs' as detailed in the finance sheet.



It was **resolved** for Clare to go ahead with instructing contractors and placing orders/purchasing the necessary goods and services quoted for and detailed on the finance sheet, a copy of which is attached as Appendix One.

Mike suggested the Committee consider holding fundraising events to help raise money. It was felt that it may be too late for this year's event and would be something to consider for next year.

Dan asked for copies of the Sponsorship Package and confirmed he would assist with trying to obtain sponsorship from some of the businesses he knew.

ACTION: Clare to e-mail Dan a copy of the Sponsorship Package. Dan to approach local businesses for sponsorship.

27. To agree the date of the next meeting.

It was agreed the date of the next meeting would be Tuesday 6th October 2015 at 2.00 pm in the Council Chamber.

28. Close

The meeting closed at 3.15 pm



06/10/2015 -