



Christmas in Crediton Sub-Committee Minutes
Monday, 14th September 2020 at 10.00am Held via Zoom

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Present: Liz Brookes-Hocking, John Ross, Stephanie Jones, Alan Quick, Louise Martin, Jack Robson, Paul Fallon, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

17. To receive and accept apologies

None received.

18. Declarations of Interest

None declared.

19. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 20th July. In item 13, it was **noted** that Steph had reported that Landscore School had responded positively to communication, not Sandford. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 20th July 2020.

20. To discuss plans for Christmas lighting

Lisa reported that she had booked Lamps and Tubes, who would also undertake the catenary wire testing.

Lisa had spoken to Jo Ward regarding the testing, where any replacements would need to be noted. He had raised the issue of the festoon lighting at St Lawrence Green, and she was obtaining quotes for replacement.

Lisa had spoken to the owner of the Natwest building and Helmores regarding permission for lighting rigs, which has now been given.

Liz asked about festoon lighting around the Square.

Action: Lisa/Rachel to find out where the festoon lighting is and ensure it can be used.

Agreed: No further lighting would be required this year.

The trees are stored at Create Storage; lighting would need testing and to ensure that they are all acceptable for use.

Action: Jo Ward to test, with help from Steph and Paul.

The stars are in the container and would also require testing. It was suggested that the adequacy of support for the stars should be checked.

Action: Jo Ward to test, with help from Steph and Paul.

Lisa had contacted Roger Lee regarding the tree for the Market Square and would contact Tom Coomber regarding the cherry picker.

New tree brackets had been ordered. Wistaria Dental Practice and Crediton Baby Hub had requested brackets.

Action: Any other businesses who had previously expressed an interest in having a tree would be contacted.

Action: Jo Ward to be asked who installed brackets previously.

A tentative date for putting the lights up was set for Sunday 15th November.

Action: Lisa to liaise with Jo regarding this date.

- 21. To discuss and agree any actions regarding communication with businesses, schools and other organisations.**
- Rachel advised that a letter drop had been undertaken, and she and Lisa had spoken to a lot of traders regarding the changes to the event. Concerns were raised regarding possible shop closures and the lack of lights in some areas of town.
- Action: Lisa and Louise to undertake a survey to find out which shops will be able to plug in lights this year.**
- Lisa reported that she had been unable to contact Andrew from Tesco at all, regarding prizes or a tree bracket for the Express shop in the high street.
- Action: Louise/Alan to provide Lisa with Andrew's work telephone number.**
- Steph had not contacted schools due to the summer holidays, but intended to contact all schools this week regarding their involvement, with information on various ways of being involved.
- Pippins and Sunflowers had both contacted Steph to confirm that they would like to be involved in both the competition and by submitting videos.
- The Guides are willing to help with decorating a shop window, and the empty Town and Country store was suggested as a large space where decoration would be required.
- 22. To consider and agree any further arrangements regarding the Hat-tastic theme.**
- Steph suggested that prizes be increased this year, with a prize in each group and then a smaller group for each school year group.
- Agreed: Additional prize giving.**
- Action: Lisa to check prizes already in Council office.**
- Alan stated that he had met the new Morrisons Community Champion, who had confirmed she was happy to provide prizes.
- It was agreed that the competition would require advertising, through both the schools and other means. It was suggested that the Helmores virtual shop window could be used, alongside social media.
- Action: Lisa/Rachel to speak to Haywards/Landscape regarding bookmarks or electronic posters, given the Covid-19 situation.**
- Agreed: Tentative competition closing date of Saturday 7th November.**
- The provision of a small budget to Guides/Scouts for decorating windows was discussed.
- Agreed: A small budget for materials would be made available.**
- 23. To consider and agree any actions regarding the use of virtual viewing platforms.**
- Rachel advised that the cheapest and easiest way of videoing the event would be via live streaming on social media using a smart phone.
- Consideration was also given to the hiring of a professional photographer to take photos of the lights this year. They could be added to social media/websites as some people may not be able to visit the town centre, and also for promotional use in the future.
- Action: Lisa to investigate costs of professional photographer.**
- Consideration was given to the light switch on. It was suggested that Father Christmas and the Town Crier switch on the lights and announce competition winners, which could also be live streamed.
- Action: Lisa to contact Peter Brewer and Kevin Payne.**

- 24. To agree the date of the next meeting.
Agreed: Tuesday 29th September at 2.00 pm.

- 25. Close
The meeting closed at 3.04pm

Signed .. 

Date: 29/10/20 (Chairman)