



Christmas in Crediton Sub-Committee Minutes
Tuesday, 12th February 2019 at 2.00 pm
at the Old Town Hall, Searle Street, Crediton

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Present: Liz Brookes-Hocking, Frank Letch, Steph Jones, Anne Hughes, Alan Quick, Clare Dalley

71. To receive and accept apologies

Apologies were received from Jack Robson, David Oliver, Jo Ward, Andrew Drayton and John Ross.

72. Declarations of Interest

Cllr Frank 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.

73. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 15th January 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 15th January 2019.

74. To receive an update on the finances of the 2018 Christmas in Crediton project.

Clare issued a copy of the finances. There are three payments totalling £300 still to be made and there is an outstanding donation of £1,000, which should be received by the end of February. Clare confirmed the underspend of £4,370.69 would be moved to an earmarked reserve fund for future Christmas in Crediton projects.

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

ACTION: Clare to investigate the possibility of an additional cross street decoration being installed.

INCOMPLETE.

ACTION: Clare to investigate the possibility of an additional cross street decoration being installed.

ACTION: Clare and Jo to investigate whether a power supply can be found to light up the East Street/Charlotte Street tree.

INCOMPLETE.

ACTION: Clare and Jo to investigate whether a power supply can be found to light up the East Street/Charlotte Street tree.

ACTION: Jack to contact the Farmers Market and Town Team to discuss whether their gazebos could be used this year.

ONGOING.

ACTION: Jack to contact the Farmers Market and Town Team to discuss whether their gazebos could be used this year.

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ACTION: Jack to look into possible sound systems for the Town Square.

ONGOING.

ACTION: Jack to look into possible sound systems for the Town Square.

ACTION: Members to think of ideas for how Father Christmas could enter the event this year, for discussion at the next meeting

COMPLETE. It was agreed to discuss this under 'To discuss plans and ideas for 2019 including the Town Square event.'

ACTION: Clare to include Boots on residents' letter distribution list and double check whether this car park is used by any other High Street businesses.

ONGOING. Clare confirmed this will be done nearer the time.

ACTION: Clare to include Boots on residents' letter distribution list and double check whether this car park is used by any other High Street businesses.

ACTION: John to look into light/laser shows and report back to the sub-committee.

COMPLETE. Clare advised that John had looked into the light/laser shows and felt it was not a viable option.

ACTION: David to discuss organising another augmented reality competition this year with the Chamber of Commerce and Yellow Mouse Studios.

INCOMPLETE. Clare advised that David had been in contact with her as he was unable to make this meeting. Both he and Tara have stepped down from their positions in the Chamber. David doesn't know what the Chamber's position is on Christmas in Crediton 2019. There is a Chamber meeting at the end of the February, so David will be in a better position to provide an update after this. David would like to know if there is anything specific the Christmas in Crediton Committee would like him to ask.

ACTION: David to discuss organising another augmented reality competition this year with the Chamber of Commerce and Yellow Mouse Studios.

76. To discuss plans and ideas for 2019 including:

- **The theme**

Clare suggested a MASKerade theme. Steph confirmed that she had spoken to the Guides and Scouts and both are very keen on the MASKerade idea (Debbie did wonder aloud how to dress the cart but said she has plenty of time to think on that!). Both were very pleased to have been asked/involved and agreed this is a good theme on account of giving lots of craft opportunities as well as being sustainable and easy for parents and groups to work on.

AGREED: The theme this year would be MASKerade.

- **Marketing the event**

Clare confirmed that now a theme had been confirmed she would circulate the date and theme on social media. She would also get the date strap for the banners made and would start putting together some draft promotional material.

ACTION: Clare to order the 3 date straps for the banners from Touchwood Signs.

ACTION: Clare to start drafting possible promotional designs and material.

ACTION: Clare to promote the date and theme on the Christmas in Crediton Facebook page.

- **Road closures and traffic management**

Clare confirmed that Andi Wyer had agreed to be the Chief Marshall for this year's event and the paperwork for the road closure would be completed and submitted prior to the next meeting, which is scheduled for Tuesday 23rd April 2019.

ACTION: Clare to submit the road closure paperwork to Devon County Council.

- **Lights and lighting infrastructure**

Last year Jo had hung a warm white sphere within one of the big stars on St Lawrence Green. This had looked extremely effective.

ACTION: Clare to ask Jo what size sphere he used on St Lawrence Green. Clare to obtain quotations for spheres to be hung inside the stars on St Lawrence Green.

AGREED. To use the High Street lighting plan that was used in 2018, as the illuminations had been extremely effective and there were no complaints received from businesses.

It was noted that Wedges was now under new ownership and Clare confirmed she would check with the new owners that it was okay to add them to the lighting plan.

ACTION: Clare to speak to Wedges and see if it is okay to add them to the lighting plan.

Clare explained that several trees were unable to be used last year as they broke when the contractor was trying to put them up.

ACTION. Clare to obtain quotations to purchase 20 5' Christmas trees each with 200 bright white twinkling lights.

ACTION. Clare to obtain a quote for 10 new triple stars the same as those purchased last year.

ACTION. Clare to discuss with Jo what is needed to repair/refurbish the triple stars that stopped working last year.

There was discussion regarding how the Town Square Christmas tree could be enhanced. It was decided that several strands of warm white twinkling lights may add to the effect.

ACTION: Clare to obtain quotations to purchase strands of warm white twinkling lights along with the required transformer.

Clare also advised that repairs are needed to the hole and bracket, which the Town Square Christmas tree stands in, as last year the tree had to be repositioned and given extra support due to the high winds.

ACTION: Clare to investigate and obtain quotations for improvements to the hole and bracket into which the Town Square Christmas tree is installed.

- **The fancy dress competition**

As the theme is MASKerade it was felt that a fancy mask competition would be more appropriate for this year's event, rather than fancy dress. Clare suggested that a large stock of paper plates could be purchased, so a paper plate could be given to anyone wishing to take part. Steph asked whether a mask template could be printed in the Courier and Alan felt this could be possible. Clare also suggested that a short video

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could be made, which can be loaded onto the Christmas in Crediton Facebook page, showing people how to make their paper mask. There was a discussion regarding the judging and how this would be done, as some children would enter with a homemade mask and some will be wearing a costume mask. Steph suggested that to make it easy all the children could be judged together and prizes could be awarded for the best homemade mask and the best costume mask.

AGREED: This year there will be a fancy mask competition.

The feedback back received from last year was that it would be good if every child received a small gift for taking part.

AGREED. Every child that takes part in the competition should receive a small gift.

ACTION: Clare to source an eco-friendly gift that can be given to each child that takes part in the competition.

It was felt the Old Town Hall, as a venue for the judging, worked very well last year and it would be good if it could be used again.

ACTION: Clare to book the Old Town Hall for the fancy mask judging.

- **The parade**

It was felt that the parade worked really well last year and therefore a similar format should be used this year. Musicians for the parade were discussed and Clare suggested speaking to Crediton Youth Orchestra. Members felt this was worth exploring.

ACTION: Clare to contact Crediton Youth Orchestra.

Steph advised that the Crediton pre-schools and nurseries had already expressed an interest in being involved again this year. The banners that were carried by the schools and pre-school groups last year had really worked and so the idea of them creating and carrying largish masks this year was discussed. It was noted that these need to be eco-friendly.

ACTION: Steph to contact the schools and pre-school groups to ascertain if they would be willing to make masks that can be carried in the parade this year.

- **The town square event**

Clare confirmed the two way radios had been ordered and quotations were being obtained for First Aid Cover. These should be ready for consideration at the April meeting. Crediton Coffee Company has confirmed that it is happy to host the First Aid and Lost Children point again.

Clare advised that she would be obtaining quotations for pyrotechnics and should have more info at the next meeting.

ACTION: Clare to contact pyrotechnic companies to discuss fireworks for the event.

With regard to the programme of activities, members felt that Winkleigh Morris should be invited again this year as well as the local school choirs and Turning Tides. There are also two local Thai dancers that attended last year's Diversity Festival and it was agreed to ask them if they would be interested in performing for 5-10 minutes. The possibility of having a Ceilidh Band was discussed. It was felt that if there was a caller this would encourage audience participation and dancing after the Big Switch-On.

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ACTION: Clare to contact Turning Tides and ask them if they would be interested in taking part again this year.

ACTION: Liz to contact the schools to ask if the school choirs are happy to take part this year.

ACTION: Jack to contact Winkleigh Morris and ask them if they are available to perform.

ACTION: Frank to contact the Thai dancers to ask them if they would be interested in performing for 5-10 minutes.

It was noted that Father Christmas missed his cue last year and it is imperative that he is miked up this year, to avoid this happening again. There was a lengthy discussion about how Father Christmas would appear with many different ideas and options considered. The main concerns surrounded him being seen, as the trees around the Town Square are now quite big and block a line of sight to the buildings around the Town Square. It was felt that if he is in the Town Square he still can't be seen and this ruins some of the magic for the children.

ACTION: Members to attend a site visit on the Town Square to double check the line of site to the surrounding buildings.

ACTION: Clare to investigate the possibilities of using a trailer, which can be decorated and backed up to the Town Square so Father Christmas can appear on that.

Clare confirmed that the Land Train would be the same cost as last year.

AGREED. Clare to book the Land Train for the event.

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

Clare confirmed she would start preparing the Event Management Plan for this year's event and advised that this year the Town Square would have to be booked with Mid Devon District Council, as the Town Council is no longer responsible for the Town Square bookings.

ACTION: Clare to book the Town Square for 23rd November 2019.

Steph suggested holding a mask making workshop on the day of 23rd November 2019, if Crediton Town Team gave permission for their gazebos to be used. This would encourage more children to take part in the fancy mask competition and bring more people out earlier. Steph confirmed she has friends, who are arts students, that she could hopefully rope in to help.

77. To discuss the finances for the 2019 Christmas in Crediton project.

Clare circulated the budget sheet for this year's event, which was noted by members.

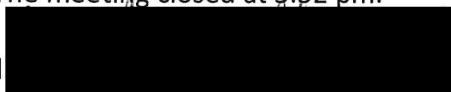
78. To agree the date of the next meeting.

AGREED: The next meeting will be on Tuesday, 23rd April 2019.

79. Close

The meeting closed at 3.32 pm.

Signed



(Chairman)

Date: 11/06/2019