



Christmas in Crediton Sub-Committee Minutes
Tuesday, 22nd October 2019 at 2.00 pm
at Old Landscore School, Greenway, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, David Oliver, Louise Martin, John Ross, Clare Dalley and Jo Ward (part meeting)

34. To receive and accept apologies

Apologies were received from Alan Quick, Andrew Drayton and Abi Innocent.

35. Declarations of Interest

None declared.

36. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 1st October 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 1st October 2019.

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

ACTION: Jo to approach Wedges regarding the placement of the lights.
ONGOING.

ACTION: Jo to approach Wedges regarding the placement of the lights.

ACTION: Clare to chase Roger Lee regarding the fabrication of a frame for the Town Square Christmas tree.

COMPLETE. Roger's son is fabricating the new bracket.

ACTION: Clare to purchase the wooden cress growing kits.
COMPLETE.

ACTION: Steph to find out who will be operating the dragon.
COMPLETE. This will be done by members of Turning Tides.

ACTION: Site visit to be arranged with Clare, Sonic and Jo Ward to discuss the firework requirements.
ONGOING.

ACTION: Site visit to be arranged with Clare, Sonic and Jo Ward to discuss the firework requirements.

ACTION: Clare to check that the Fire Service has been invited to attend with an appliance, similar to previous years.
COMPLETE. The Fire Service has confirmed they will be in attendance.

ACTION: Clare to identify additional willing volunteers to be marshals at the event.
ONGOING. So far Clare has identified 23 willing volunteers to help with marshalling and stewarding activities.

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ACTION: Jo to chase Eddie Holden to get a definite confirmation.
ONGOING.

ACTION: Jo to chase Eddie Holden to get a definite confirmation that he is willing to be Father Christmas.

ACTION: Clare to send Steph an electronic plan of the Town Square.
COMPLETE.

ACTION: Clare to confirm the attendance of the Air Cadets for the parade.
COMPLETE.

ACTION: Jo to move the arches from the container and deliver them to the guides on 5th November.
ONGOING.

ACTION: Jo to move the arches from the container and deliver them to the guides on 5th November.

ACTION. Jack to speak to Anita and explain what can be provided.

ONGOING. Jack has emailed Anita by hasn't had a response.

ACTION. Jack to speak to Anita and explain what can be provided.

ACTION: Rotary to contact Clare regarding holding a stall serving hot drinks.

ONGOING. Clare hasn't heard anything from Rotary.

ACTION: Clare to chase Rotary and Liz to chase the Food Festival regarding a stall as the Town Square plan cannot be completed without this.

ACTION: Liz to create a window display for the Council Offices for the advertisement of the creation of the masks.

COMPLETE. Steph and Clare completed this.

ACTION: Jo and Phillip to test the lights and check the trees with volunteers, Steph and members of Rotary on 2nd and 3rd October.

COMPLETE. There were approx 11 people present. This system worked really well.

ACTION: Christmas trees to be put up in town w/c 4th November.

ONGOING.

ACTION: Christmas trees to be put up in town w/c 4th November.

ACTION: Lisa and Frank are arranging the assemblies, which will be after the half-term break.

ONGOING.

ACTION: Lisa and Frank are arranging the assemblies, which will be after the half-term break.

ACTION: Clare to ask the Rugby Club if they can provide a de-rig team again this year.

ONGOING.

ACTION: Liz to ask the Rugby Club if they can provide a de-rig team again this year.

E. H. H.

ACTION: Steph to find out when the arches will need to be moved from the Brownies/Guides ready for the parade.

ONGOING.

ACTION: Steph to find out when the arches will need to be moved from the Brownies/Guides ready for the parade.

ACTION: Clare to ensure she has two DBS checked people for the Lost Children Point, which will be at Crediton Coffee Company again.

COMPLETE. Clare confirmed that two DBS checked individuals have confirmed.

ACTION: Clare to ask Frank and Natalia if they will lead the Parade, walking with the two winners of the children's fancy mask competition.

COMPLETE. Frank and Natalia have confirmed they can do this.

ACTION: Steph to devise some templates for the mask competition.

COMPLETE.

ACTION: Clare to purchase the paper plates and some elastic.

ONGOING. The paper plates in two sizes have been purchased. We still need to purchase elastic.

ACTION: Clare to purchase some elastic for the paper plate masks.

ACTION: Clare to liaise with Roger Lee and Roger Pennington regarding the delivery of the Town Square Christmas Tree.

COMPLETE. The tree is being delivered on the afternoon of 11th November 2019.

ACTION: Clare to liaise with Tom Coober and Jo Ward regarding the decorating of the Town Square Christmas Tree.

COMPLETE. The tree is scheduled to be decorated on 17th November 2019. Roger P is providing the cherry picker subject to it having a LOLER certification. The insurance has been requested from the Council's insurer.

ACTION: Clare to chase Roger P for the LOLER certification for the cherry picker and double-check that the necessary insurance arrangements are in place.

ACTION: Clare to liaise with Roger Pennington regarding the hire of the cherry picker for the Town Square Christmas lights and arrange the necessary insurance.

ONGOING. See actionable point above.

ACTION: Clare to contact Lamps and Tubes to find out when the cross street decorations are being erected.

COMPLETE. The cross street decorations will be erected on Monday 4th November 2019.

Jo Ward arrived at 2.17 pm

ACTION: Clare and Liz to meet and agree on the amendments to the High Street lighting plan.

ONGOING.

ACTION: Clare and Liz to meet and agree on the amendments to the High Street lighting plan.

ACTION: Clare to supply Paul Fallon with a copy of the lighting plan.
ONGOING.

ACTION: Clare to supply Paul Fallon with a copy of the lighting plan.

ACTION: Clare to liaise with Paul regarding the erection of the 3 banners.
ONGOING.

ACTION: Clare to liaise with Paul regarding the erection of the 3 banners.

ACTION: Clare to speak to Andrew Drayton regarding advertising the event on the community board in the store.

ONGOING. Clare and Steph will be meeting Andrew w/c 28th October.

ACTION: Clare to speak to Andrew Drayton regarding advertising the event on the community board in the store.

ACTION: Clare to ask Crediton Football Club if they have any members that would be willing to be marshals/stewards at the event.

INCOMPLETE.

ACTION: Lisa to ask Crediton Football Club if they have any members that would be willing to be marshals/stewards at the event.

ACTION: Clare to ask Morris if we could store the traffic cones in the Three Little Pigs beer garden for a few days.

ONGOING.

ACTION: Clare to ask Morris if we could store the traffic cones in the Three Little Pigs beer garden for a few days.

ACTION: Liz, Steph and Jo to find an appropriate place for Father Christmas to appear.

ONGOING.

ACTION: Liz, to explore a suitable location overlooking the Town Square for Father Christmas to appear.

ACTION: All members to read the Event Management Plan and the Timed Project Plan and feedback to Clare for amendments.

COMPLETE and ONGOING.

38. To discuss plans and ideas for 2019 including:

- **The Town Square event**

Jack confirmed everything is in place.

ACTION: Jack to speak to Bruce at Grape & Grain to confirm the details of the Traders Race.

ACTION: Liz to speak to Haywards and Landscore Schools to double-check the arrangements for their choirs.

- **The parade**

Steph confirmed it was all coming together.

- **The fancy mask competition**

Steph has made another mask video. Which will be uploaded to the Facebook page shortly.

Edwards

ACTION: Clare needs to find the winners signs, or recreate them, for the mask competition winners to carry in the Parade.

- **Lights and lighting infrastructure**

Clare confirmed that apart from amendments to the High Street tree lighting plan and the certification for the cherry picker everything was on course.

- **Marketing the event**

Alan has confirmed that Christmas events would start being advertised in the Courier from next week.

- **Road closures and traffic management**

Clare confirmed this was on course, she just needed a volunteer to put out the advanced warning signs for the road closures at the top of Market Street and North Street week commencing 4th November 2019.

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

No items were raised.


39. To review and amend, as necessary, the Event Management Plan and the Timed Project Plan. Clare issued copies of the Event Management Plan and Timed Project Plan and asked members for feedback.

40. To review the finances for the 2019 Christmas in Crediton project.
A copy of the Christmas in Crediton finances was provided and the budget noted.

41. To agree the date of the next meeting.
AGREED: The next meeting will be on Tuesday 12th November 2019.

42. Close
The meeting closed at 2.57 pm.

Signed .



(Chairman)

Date:.....

12/11/19