



Christmas in Crediton Committee Minutes  
Tuesday 13<sup>th</sup> February at 2.00 pm  
at Council Chamber, Market Street, Crediton

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**Present:** Liz Brookes-Hocking, Frank Letch, Peter Hamilton, David Oliver, Alan Quick, Lauren Cook, Mike Haines and Clare Dalley

**58. To receive and accept apologies.**

It was **resolved** to receive and accept apologies from Anne Hughes, Rosemary Stephenson, Andrew Drayton and Jo Ward.

**59. Declarations of Interest**

Frank 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.

**60. Christmas in Crediton Committee Minutes** – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 14<sup>th</sup> November 2017. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 14<sup>th</sup> November 2017.

Lauren and Mike arrived at 2.07 pm.

**61. To review Christmas in Crediton 2017.** The feedback received had been issued with the agenda, a copy of which is attached to these minutes as Appendix One. The feedback was discussed and considered by members and it was agreed the feedback received from the 2017 event would help shape the event in 2018.

**62. To receive an update on the finances of the 2017 Christmas in Crediton project.**

Clare issued a copy of the finances, which were discussed by members. There were still several payments to be made, however, even after making these payments, the project had come in under budget with a surplus of £3,180.47. It was **resolved** to move the surplus of £3,180.47 into a Christmas in Crediton earmarked reserve fund, to be used for the purchase of new lighting in 2018-2019.

**63. To discuss plans and ideas for Christmas in Crediton 2018.**

**Date**

The date of this year's event was discussed and it was agreed that it would be the last Saturday in November.

**AGREED: Christmas in Crediton 2018 will be on Saturday, 24<sup>th</sup> November 2018.**

**Lighting**

The existing lighting was discussed. Everyone agreed the Town Square lighting looked particularly effective. It was felt that the High Street would benefit from more colour being introduced. It was also felt that either new cross street decorations were required, or the existing ones would need to be refurbished, depending on cost. Alan and Clare expressed concern that Natwest Bank is closing this year and their building has been providing the

*EWB/H*

power for two cross street decorations, as well as two High Street trees. Liz expressed concern regarding the recycling capabilities of the Christmas lights and decorations and asked Clare to investigate this with the companies.

**ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.**

**ACTION: Clare and Liz to meet with three lighting companies to gain technical advice and ideas for more colour in the High Street.**

**ACTION: Clare to obtain quotations for additional warm white spheres for the Town Square.**

**ACTION: Clare to obtain quotations for the erection of the existing lights.**

**ACTION: Clare to investigate alternative power options for the two cross street decorations located at the top of Market Street.**

**ACTION: Clare to investigate the recycling opportunities/capabilities of Christmas lights and decorations and identify the Christmas in Crediton carbon footprint.**

David said the putting up and taking down of the High Street Christmas trees had been challenging. There had been an extremely small amount of Chamber of Commerce volunteers and the work had been fragmented due to an incomplete tree plan and businesses complaining trees had been put in the wrong holders. Clare apologised and explained that the tree plan had been as up to date as it could be when the first batch of trees had gone up. The whole booking of the trees and their locations would need to be looked at for 2018. Clare also expressed concern that it was too much work for a few members of the Chamber to undertake, whilst trying to run their own businesses.

**ACTION: Clare to obtain quotations from contractors to put up and take down the High Street Christmas trees.**

**ACTION: Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.** This is needed to ensure all trees go up at the same time avoiding extra work later.

### Theme

Several themes were considered and it was decided that an all-encompassing theme would be best.

**AGREED: This year's theme will be Winter Wonderland.**

### Tree

Clare confirmed a 30-foot tree had been placed on order with Roger Lee and she had made a diary date to speak to him early October to confirm all arrangements.

**ACTION: Clare to contact Roger Lee in October to confirm the arrangements for the tree.**

### Event

Peter advised this would be his last meeting, however, he confirmed he would be happy to hand over his knowledge and experience of the event to whoever takes his place.

David also advised that this would be his last year.



Members considered who would be able to replace Peter for this year's event and several people were considered. It was noted that this level of knowledge, expertise and skills would probably need to be paid for and Peter suggested applying to the TAP Fund. It was also noted that more than one person may be needed. It was agreed for Clare to explore potential options.

**ACTION: Clare & Liz to explore the potential candidates to replace Peter.**

**ACTION: Clare to make the following bookings:**

- Two-way radios
- Road closure
- First aid

### **Catering**

It was felt that the catering had worked well last year and could be repeated this year. Clare advised that Marion Pyne had already expressed an interest in coming back and had offered to provide a discount to volunteers, marshals and stewards.

**64. To discuss fundraising for Christmas in Crediton 2018.**

Clare advised she would start working on this now that a date and theme had been set.

**ACTION: Clare to explore fundraising options.**

**65. To consider whether to participate in the Holy Cross Parish Church Christmas Tree Festival.**

Clare explained that Cllr Anne Hughes had requested this item. Liz advised that there was already a waiting list for the Christmas Tree festival.

**AGREED: Not to participate in the Holy Cross Church Christmas Tree Festival.**

**66. Any other business relating to Christmas in Crediton.**

Liz thanked Peter for all his time and effort over the last five years, adding that the event will not be the same without him. Peter thanked Liz and added that it had been a great five years.

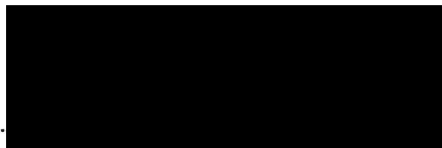
**67. To agree the date of the next meeting.**

**AGREED: The next meeting will be held on Tuesday 24<sup>th</sup> April 2018.**

**68. Close**

The meeting closed at 3.42 pm.

Signed .



(Chairman)

Date: 24/04/18