



Christmas in Crediton Sub-Committee Minutes
Tuesday, 17th July 2018 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Anne Hughes, Steph Jones, Jack Robson, David Oliver, Alan Quick, Clare Dalley and Jo Ward (part-meeting)

11. To receive and accept apologies

It was **resolved** to receive and accept apologies from Frank Letch, Andrew Drayton and Lauren Cook.

12. Declarations of Interest

None declared.

13. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 12th June 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 12th June 2018.

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

ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.
ONGOING. Clare still needs to talk to Jo.

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

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

COMPLETE. Susan's Flower Shop and Stewart Price Opticians have agreed to provide electricity. Jo will need to extend the cables to fit. Clare had confirmed she would give them free trees as a way of saying thank you and to offset the electricity costs.

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.

ONGOING. Clare confirmed this was nearly complete with only a few tweaks left to do.

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.

ACTION: Clare to explore fundraising options.

ONGOING. Clare advised that most of the support was being provided in kind.

ACTION: Clare to explore fundraising options.

ACTION: Clare to explore whether it is possible to use downstairs in the Methodist Church as this would provide more space.

INCOMPLETE. At the June meeting the Committee felt the Old Town Hall would be a better space.

Jo Blt

ACTION: Clare to chase James Gregory regarding being a judge for this year's fancy dress competition.

COMPLETE. James has kindly declined as it is highly probable his own children will be taking part in the competition.

ACTION: Jack to chase Great Western Morris and the Mummers.

ONGOING. Jack is still chasing Great Western Morris and the Mummers. They are being vaguer than he would like but, he will continue to press for an answer. He confirmed he had back up ideas if they are unable to attend.

ACTION: Jack to chase Great Western Morris and the Mummers.

ACTION: Liz and Jack to contact the schools regarding a choir performance.

ONGOING. Haywards have confirmed they will be attending.

ACTION: Liz and Jack to contact Lansdown School regarding a choir performance.

ACTION: Jack to investigate the sound systems.

COMPLETE. Jack confirmed he had this in hand.

ACTION: John to speak with Sustainable Crediton to ascertain if some of its members will help with recycling at the event.

ONGOING.

ACTION: John to speak with Sustainable Crediton to ascertain if some of its members will help with recycling at the event.

ACTION: Clare to find a way for the staging and tentage to be moved to and from the Arts Centre.

ONGOING.

ACTION: Clare to find a way for the staging and tentage to be moved to and from the Arts Centre.

ACTION: Jo to talk to a professional pyrotechnic company.

ONGOING.

ACTION: Jo to talk to a professional pyrotechnic company.

ACTION: Andrew to measure the Town Square.

COMPLETE.

ACTION: Clare to check if the traders race will take place this year.

COMPLETE. Bruce from Grape & Grain has agreed to organise this.

ACTION: Clare to arrange an area where the Brownies and Guides' arches can be looked at for refurbishment.

ONGOING.

ACTION: Clare to arrange an area where the Brownies and Guides' arches can be looked at for refurbishment.

ACTION: Steph to liaise with local schools to see if they would like to design a flag to be carried in the parade.

ONGOING. Steph has devised a brief and is now talking to local schools and nurseries. Hayward's School and Sunflowers Day Nursery have already confirmed they would like to participate.

ACTION: Steph to liaise with local schools to see if they would like to design a flag to be carried in the parade.

ACTION: Clare to establish if the Old Town Hall can be booked for the fancy dress competition.

COMPLETE. It has been booked from 3.30 pm until 5.00pm and there will be no charge for the hire as it is a community event. Amy Charles will be giving the space up so Clare wants to have a quick chat with her to say thank you and double check the arrangements. Jack confirmed that Amy can use the Arts Centre instead.

ACTION: Clare to speak to Amy Charles to thank her regarding the use of the Town Hall and let her know the Arts Centre is available.

ACTION: Clare to find a couple of volunteers willing to help organise and arrange the children's fancy dress competition.

COMPLETE. This will be managed by Emma ably assisted by Emily and Sandie.

ACTION: Clare to find a solution to the installation of the triple star illuminations.

ONGOING. One quotation has been obtained locally and it will only cost £145.00. This would be 25 lengths of tube 350mm long with a plate welded on one end with a hole in the centre for the decoration to fit in and two holes for bolting onto the frame. They would also be spray painted with galvanise paint. There was still one quotation outstanding, as Clare had not been able to find anyone else to quote for the job. The second quotation was not from a local company.

AGREED. To accept the quotation provided by a local tradesman to fabricate the parts needed for the triple stars for a total price of £145.00, on the basis that if any further alterations/tweaks were required this could be achieved simply and easily.

ACTION: Clare to cancel the order placed with SAJ Windows for the installation of the cross street decorations and instruct Lamps and Tubes Illuminations instead.

COMPLETE.

ACTION: Clare to investigate the cost of installing a warm white sphere in the centre of each new cross street decoration and double check if there will be an issue with wind loading.

COMPLETE. Three spheres have been ordered and will be installed, at no extra charge, at the same time as the cross street decorations are erected.

ACTION: Jo to advise Clare of the exact bulbs needed for the festoon lighting at St Lawrence Green.

ONGOING.

ACTION: Jo to advise Clare of the exact bulbs needed for the festoon lighting at St Lawrence Green.

ACTION: Clare to order 20 replacement bulbs for the festoon lighting at St Lawrence Green.
ONGOING.

ACTION: Clare to order 20 replacement bulbs for the festoon lighting at St Lawrence Green.

ACTION: Clare to obtain quotations for the purchase of traffic cones.

COMPLETE. Clare confirmed that, subject to Town Council approval, she now needed to apply to the TAP Fund to see if it will fund the purchase.

ACTION: Clare to apply to the TAP Fund to cover the purchase costs of traffic cones.

ACTION: Clare to contact Crediton Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.

INCOMPLETE.

ACTION: Clare to contact Crediton Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.

ACTION: Clare to contact 3 Little Pigs, the German sausage lady and the Market Café regarding the event.

ONGOING. Marion's deli (German sausage lady) is all booked in with all paperwork present and correct. The 3 Little Pigs has verbally confirmed they would like to attend. The Market Café is still to be contacted.

ACTION: Clare to contact 3 Little Pigs and the Market Café regarding the event.

ACTION: John to discuss the event with Sustainable Crediton and report back at the next meeting.

ONGOING.

ACTION: John to discuss the event with Sustainable Crediton and report back at the next meeting.

15. To discuss plans and ideas for 2018 including:

- **The town square event**

Jack had prepared some timings for the event and these were circulated and considered by members. Liz asked what would happen if Great Western Morris couldn't attend. Jack advised the next port of call would be to ask Winkleigh Morris. He confirmed he hoped to hear back from Great Western Morris very soon.

Jo Ward arrived 2.14 pm.

It was noted that the Traders race needed to be fitted into the schedule of events and there was discussion about the type of race the Traders will have and how and where it will take place. David reported that Bruce at Grape & Grain, who is organising the race, would like it to be as silly as possible.

ACTION: Jack to talk to Bruce at Grape & Grain about the details of the Traders race.

The requirement for additional staging in the Town Square was discussed and how the Town Square could be laid out. Clare circulated the detailed measurements of the Town Square that had been taken by Andrew Drayton and his team of work experience students. Everyone found this extremely helpful in planning the event.

ACTION: Jo and Jack to carry out a site visit on the Town Square on Tuesday, 24th July to work out where the staging should go.

It was noted that depending on where the stages are set up will also depend on the level of crowd control/barriers required to ensure safety, as people try to cut through the edges of the Town Square, where there is cabling and staging.

- **The parade**

It is anticipated there will be approximately 150 participants in the parade. There was a lengthy discussion about how the parade participants will be seen by the public when they arrive in the Town Square. It was agreed for Liz, Steph, Jack and Jo to meet to discuss these finer details.

ACTION: Liz, Steph, Jack and Jo to meet to discuss how the parade participants can be seen once they enter the Town Square.

Steph asked for further information about the route of the parade and what's happened before.

ACTION: Liz to meet with Steph to discuss the Parade, walk the route and brief her on what's happened in previous years.

- **The fancy dress competition**

Clare advised that another judge was required and as we already have two ladies and gent would be good.

AGREED: Clare to ask Ben Poulson, the Youth Worker at Crediton Congregational Church, if he would be a judge.

Liz suggested that more help may be required at the Old Town Hall for the competition. There was a conversation regarding who needed to be DBS checked. It was felt that if one was needed it would be the basic level, as all children at the event must be accompanied by a parent/guardian.

ACTION: Clare to investigate whether there is a need for the council staff to be DBS checked.

David advised that Kayleigh would be unable to help on the Lost Children's Point this year. Anne advised that she was DBS checked and willing to help.

ACTION: Clare to find an appropriate DBS checked individual to assist at the Lost Children Point.

ACTION: Jo will ask at CODS to see if anyone there is DBS checked and willing to help.

David asked if Tesco would be donating this year's prizes. Clare was unsure and said she would check. David advised that if Tesco couldn't, then the Chamber of Commerce would.

ACTION: Clare to ask if Tesco are willing to donate the prizes for the Fancy Dress Competition.

- **Lights and lighting infrastructure**

Jo advised that an external socket needs to be placed on Susan's Flower Shop to power the cross street decoration spanning Market Street. He also advised that in the past the Christmas trees located over Stewart Price Opticians have been powered by the NatWest building. Jo suggested taking a power supply from Mole Avon for the cross street decoration spanning the High Street between NatWest and Nessie's.

ACTION: Jo to speak to Lauren at Mole Avon and ask if we can mount an external electric socket on their High Street premises to power the cross street decoration.

ACTION: Jo, Liz and Clare to visit Create Storage on Tuesday, 24th July, at 11.30 am, to check the Christmas trees and their lights. Jo will contact Create to make sure this is okay with them.

- **Marketing the event**

Clare advised that Emma had been working on the bookmark and this would be circulated shortly for comments. The graphics for the banner were still to do and it would be good to have a banner that was re-useable, however, she expressed concern that the theme changes annually. Liz suggested using corporate colours. Jo suggested contacting someone locally that pays approx. £50 for banners. The material isn't heavy duty but the banners are only used once and only up for a couple of weeks.

ACTION: Clare to investigate the costs of banners, including re-useable ones.

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

There were no other plans or ideas requiring discussion.

16. **To discuss the finances for the 2018 Christmas in Crediton project.**
Clare circulated the budget sheet and talked members through the figures.
17. **To agree the date of the next meeting.**
AGREED: The next meeting will be on Tuesday, 11th September 2018.
18. **Close**
The meeting closed at 3.28 pm.

Signed ..



(Chairman)

Date: 11/09/2018