



Christmas in Crediton Committee Minutes
Tuesday 25th April 2017 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Peter Hamilton, David Oliver, and Clare Dalley

64. To receive and accept apologies.

It was **resolved** to receive and accept apologies from Frank Letch, Alan Quick, Andi Wyer, Andrew Drayton and Rosemary Stephenson.

65. Declarations of Interest

None declared.

66. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 14th February 2017. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 14th February 2017.

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

ACTION: Liz and Peter to meet to discuss entertainment options and the timings of the event.

COMPLETE.

ACTION: Clare to provisionally book the Congregational Church and Methodist Church for the children's fancy dress competition.

COMPLETE.

ACTION: Clare to provisionally book the Exmouth Land Train with timings to be confirmed.

COMPLETE:

ACTION: Clare to arrange for all festive lights to be erected the same as in 2016 and obtain additional quotes for more lights at St Lawrence Green.

ONGOING. Quotations are still being obtained.

ACTION: Clare to arrange for all festive lights to be erected the same as in 2016 and obtain additional quotes for more lights at St Lawrence Green.

ACTION: Clare to devise a letter to be distributed to all businesses advising them of this year's event and confirming priority for the High Street trees will be given to those businesses a) donating in 2017 and b) those that donated in 2016.

COMPLETE.

ACTION: Frank to hand deliver the letter to all businesses and to follow this up a week later with a visit.

INCOMPLETE. This cannot be done until the Committee approves the letter.

ACTION: Frank to hand deliver the letter to all businesses and to follow this up a week later with a visit.

ACTION: Clare to let the Greenhouse know that a contribution will be made for the electric used in powering the Town Square tree lights this year.

INCOMPLETE. Ownership of the Greenhouse has just changed. Clare will speak to the new owners.

ACTION: Clare to let the Greenhouse know that a contribution will be made for the electric used in powering the Town Square tree lights this year

ACTION: Clare to book the following:

- **First Aid**
ONGOING. Clare advised that 3 quotations have been received.
AGREED. To book St John's Ambulance for the event.
- **Two-way radios**
COMPLETE.
- **Putting up and taking down all lights**
ONGOING. Jo Ward has been asked to provide a quotation to do the same as last year.
- **Town Square Christmas Tree**
ONGOING. Roger at the Christmas Tree Farm has confirmed he has a tree and asked us to contact him in September.
- **Telehandler**
ONGOING. Clare has let Tom Coomer know his services will be required this year. An erection date is to be confirmed.
- **Road closure applications**
COMPLETE. The application has been submitted.

ACTION: Clare to advise Create Storage and Crediton Dairy of this year's event.

INCOMPLETE. Clare was concerned that since the last meetings, details of the event have changed and confirmed she will contact the sponsors once the final details are confirmed.

ACTION: Clare to advise Create Storage and Crediton Dairy of this year's event.

ACTION: Clare to contact Crediton Dairy to ascertain if they are willing to continue with their sponsorship.

INCOMPLETE.

ACTION: Clare to contact Crediton Dairy to ascertain if they are willing to continue with their sponsorship.

68. **To discuss plans and ideas for 2017 including:**

- **Marketing the event**

Clare circulated the draft poster prepared by Emma. Everyone approved the general design and the following suggestions were made. If possible add a dragon's head, colour the train in the Exmouth land train colours and enlarge the Aladdin's lamp.

ACTION: Poster artwork to be amended and circulated to all members for approval and sign off.

ACTION: Clare to arrange for the artwork for the bookmarks and town banners to be mocked-up and circulated to all members for consideration/approval.



Clare circulated the draft of the shop letter. Everyone approved the general design and content and the following suggestions were made. If possible to include more examples of magical characters such as Merlin, King Arthur, the Snow Queen, elves, pixies, leprechauns and trolls.

ACTION: Shop letter to be amended and circulated to all members for approval and sign off.

- **Road closures and traffic management**

Clare confirmed that all necessary paperwork had been submitted. She advised that road closure signs would be required for the event and she would look into the most cost effective way of obtaining these.

- **Lights and lighting infrastructure**

Clare confirmed she was still investigating these and it was hoped all information would be ready for consideration at the July meeting. It was agreed that efforts should be concentrated on getting the remaining third cross street decoration erected (possibly on Market Street), illuminating at least another four trees on the Town Square, with something other than just twinkling led lights. Clare also advised that Jo Ward had suggested making some more stars up and was looking into the costs.

ACTION: Clare to obtain quotes for new lights for at least four Town Square trees, investigate where the third cross street decoration can go and liaise with Jo about the cost of additional stars.

- **The town square event**

Peter and Liz's plan for the event had been circulated with the agenda, a copy of which is attached to these minutes as Appendix One. Everyone approved the plan and the finer details were discussed.

ACTION: Peter to create a magic arch template.

ACTION: Clare to contact the Scouts and ask them if they would be willing to be involved in this year's event by leading the fancy dress parade from the Methodist Church and to also ask if they would like to get involved in making magic arches.

ACTION: Clare to contact the Guides and ask them if they would like to be involved in this year's event by making magic arches and carrying them in the fancy dress parade.

ACTION: Liz and Peter to meet to discuss the staging for the event.

ACTION: Peter to contact Landscore and Hayward's Schools now regarding the school choirs involvement in the event and to request a meeting in September to discuss the event further.

ACTION: Peter to contact Great Western Morris, Amy Charles Dance Academy, Djembe Drummers, Exeter Street Band and the band Changes to advise them of the event and ask them if they would like to be involved, giving them until September to give a definitive answer.



ACTION: Peter to liaise with Lucy Potts regarding street fairies.

ACTION: Peter to investigate the possibility of some street theatre (witches, fairies and a cauldron).

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

David confirmed he would ask the Chamber of Commerce to discuss this year's fancy dress competition, including prizes and medals.

Clare showed members possible sponsor thank you trophies, which she had found via the Trophy Store, at a cost of £5.19 each. Everyone approved of the trophy. Clare advised that if she waited she may be able to get a discount off this price.

AGREED. Clare to purchase the sponsor trophies from the Trophy Store taking advantage of any offers/discounts that may become available.

ACTION: Clare to order the sponsors thank you trophies.

69. **To receive an update on the finances of the 2016 Christmas in Crediton project.**

Clare circulated the figures for the 2016 project, pointing out that the contribution from Traders had finally totalled £2,250. This was following the issuing of invoices to all businesses that had a tree(s) on their premises

70. **To discuss the finances for the 2017 Christmas in Crediton project.**

Clare circulated the budget sheet for the 2017 project.

71. **Any other business relating to Crediton in Crediton.**

ACTION: Clare to ask Alan if the Courier will be running the window dressing competition this year.

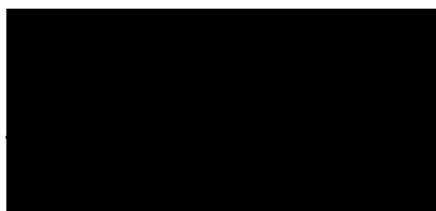
72. **To agree the date of the next meeting.**

AGREED: The next meeting will be on Tuesday, 11th July at 2.00 pm

73. **Close**

The meeting closed at 3.45 pm.

Signed



Date:.....05/09/2017