



Christmas in CREDITON Committee Minutes
Tuesday 8th November 2016 at 2.00 pm
at Council Chamber, Market Street, CREDITON

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Present: Clare Dalley, Peter Hamilton, Alan Quick (part meeting), Rosemary Stephenson, Paul Fallon, David Oliver, Mike Summerton

Absent: Dan Webb

As neither Frank or Dan were present it was **resolved** for Rosemary to Chair the meeting.

32. To receive and accept apologies

Apologies were received and accepted from Liz Brookes-Hocking, Frank Letch, Andi Wyer and Andrew Drayton.

33. Declarations of Interest

None declared.

34. Christmas in CREDITON Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 18th October 2016. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 18th October 2016.

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

ACTION: Clare to devise a set of figures for public consumption, to give an explanation of how much the project costs.

INCOMPLETE.

ACTION: Clare to devise a set of figures for public consumption, to give an explanation of how much the project costs.

ACTION: Clare to investigate battery operated lights for illuminating the sculptures.

COMPLETE. Peter has spoken to the lantern makers and is leaving them to illuminate the sculptures.

ACTION: Peter to chase the Mumpers. Peter to chase QE Academy.

COMPLETE. Peter advised that the Mumpers can't make it and he is waiting to hear back from QE Academy.

ACTION: Alan to contact Winkleigh Morris to see if they are available and Tedburn Amateur Dramatic Group.

COMPLETE. Alan advised Winkleigh Morris can attend and will perform between 4 pm and 5pm. Clare was asked to make the final arrangements.

ACTION: Clare to make the final arrangements with Winkleigh Morris.

ACTION: Dan to make contact with some friends who can spin/twirl poi.

INCOMPLETE.

ACTION: Chamber of Commerce to arrange a Fancy Dress Traders Race to take place at 5.00pm on the High Street.

COMPLETE. David advised Bruce at Grape and Grain is organising the race.

ACTION: Clare to see if she can find another local dance troupe.

COMPLETE: Clare advised that the Devon Dynamites (Majorette Troupe) have said they could come but do not have a prepared routine.

AGREED. The events programme is now full. Clare to thank the Devon Dynamites, advise them the events schedule is now full and we will be unable to accommodate them.

ACTION: Peter to stay in touch with Market Café regarding the type of stall they will have at this year's event.

COMPLETE. Market Café will be selling burgers and popcorn.

ACTION: Clare to liaise with Crediton Rugby Club regarding their floodlights nearer the time.
ONGOING.

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ACTION: Peter to meet with Kevin nearer the time to discuss his role in this year's event in detail.
ONGOING. Peter will be meeting with Kevin on Friday 11th November.

ACTION: Peter to meet with Kevin nearer the time to discuss his role in this year's event in detail.

ACTION: Frank to sign up U3A volunteers on 19th October 2016.

COMPLETE.

ACTION: Clare to continue work on the timed action plan for the evening.

COMPLETE.

ACTION: Clare to chase Crediton Fire Station for written confirmation that they can attend this year's event.

COMPLETE.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

COMPLETE. Peter has asked Cameron and will chase him.

ACTION: Peter to ask Cameron if he has some relay speakers that could be used so the Town Crier/MC can be heard all over the Town Square.

ACTION: Source a rag doll fancy dress outfit for Emma to wear at the school assemblies. Peter to check to see if the Arts Centre have anything that could be borrowed.

INCOMPLETE. Emma will be attending the school assemblies but not in fancy dress.

ACTION: Emma to book in the school assemblies.

COMPLETE.

ACTION: Andrew to sort out the prizes. Clare to let Andrew know when the assemblies are scheduled.

COMPLETE.

ACTION: Clare to speak to Dom nearer the event to discuss further.

ONGOING.

ACTION: Clare to speak to Dom nearer the event to discuss further.

ACTION: Clare to contact all of last year's volunteers to ask them for help with this year's event.

COMPLETE.

ACTION: Clare to let Andrew know when and where the staff are needed.

ONGOING.

ACTION: Clare to let Andrew know when and where the staff are needed.



ACTION: Clare to chase Amanda Piper at Ernest Jackson to see if their staff can help at the event.
ONGOING. Clare as left several messages but not heard anything back.

ACTION: Clare to chase Amanda Piper at Ernest Jackson to see if their staff can help at the event.

ACTION: Clare to ensure that the tree is delivered week commencing 14th November and that there are sufficient straps, wood and helping hands to get the tree and the barriers into position.
COMPLETE. Roger Pennington is overseeing this on 17th November.

ACTION: David to provide an update on Santa's Grotto. Committee to consider where Santa will be during the event.
COMPLETE. The grotto will not be happening.

AGREED: Father Christmas to be in the land train during the parade and then on stage at the Switch on event with the Bishop and fancy dress winners. There was debate regarding where in the Town Square the Switch on will be.

ACTION: Rosemary and Peter to carry out a site visit to decide where in the Town Square Father Christmas and the Fancy dress winners will be for the big Switch on.

ACTION: Clare to contact Father Christmas and talk to him about the arrangements.

ACTION: Clare to chase Gill to check whether Town Band is willing to play in the Congregational Church car park.
COMPLETE.

ACTION: Clare to contact Gill and make final arrangements for Town Band.

ACTION: Paul to instruct Touchwood Signs, take delivery of the banners and erect them as soon as possible.
COMPLETE.

ACTION: The spot prizes for the Adult Fancy Dress Competition needs to be advertised.
ONGOING. David advised that Frank has been asked to tell the children during the assemblies.

ACTION: Frank to tell the children at the assemblies that their Mums and Dads could win a prize if they dress up.
ONGOING.

ACTION: Frank to tell the children at the assemblies that their Mums and Dads could win a prize if they dress up.

ACTION: Clare to investigate the price of medals that could be given out to fancy dress winners.
COMPLETE.

ACTION: Clare to order the medals.

ACTION: Emma and Sandie to look after the Sponsors as soon as the Parade reaches the Town Square.
ONGOING.

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ACTION: Peter to devise Town Square plan detailing where everything/one will be.
ONGOING.

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ACTION: Dan, Frank, Peter and Clare to visit the Exmouth Land train.
COMPLETE. The train can be decorated with the sponsors logos.

ACTION: Clare to organise the posters containing the Sponsors logs for the train.

ACTION: Andrew to be the Train Conductor.
AGREED. Andrew to be the Train Conductor.



ACTION: Train stop to be located in the parking bay outside the Council Offices

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ACTION: Clare to obtain copies of the Land Train's insurance and risk assessments and amend the Christmas in Crediton Risk Assessment to include the land train.

COMPLETE.

ACTION: Dan to provide a vehicle and trailer on the day of the 26th November to transport the tents in and out of the Town Square.

ONGOING.

ACTION: Mike to move the Town Team gazebos to the Town Council offices several days before the event. Mike to have a car and trailer on standby in case needed.

ACTION: Dan and Paul to oversee the de-rig.

ONGOING. Volunteers are needed to help put the gazebos up. A de-rig team and additional Stewards are needed for the Town Square.

AGREED. The Arts Centre team will erect the main tent. Mike will ask a friend to see if he can help on the day with the tents etc.

36. To discuss the most recent 2016 Christmas in Crediton project plan/schedule and review actions required. A copy of the project plan/schedule had been issued with the agenda.

AGREED. Mike will send Clare a copy of Annexe F to be amended and included in the project plan/schedule.

Alan apologised and left the meeting at 3.28 pm.

37. To discuss any other final details for the Light Switch-On and Parade being held on Saturday 26th November 2016.

The layout of the Square was discussed, in particular how the Square will be partitioned to ensure Parade participants enter the Town Square in a safe manner.

AGREED. Clare to obtain traffic cones and tape.

ACTION: Clare to send another e-mail out asking for volunteer marshals and stewards and to reply to Liz at the Arts Centre.

ACTION: Clare to contact all volunteers, forward details of event and advise them what time to be at the Marshal and Steward briefing.

The Marshal and Stewards briefing was discussed, including the need to emphasise the emergency and blue light procedures and emergency vehicles requiring access. Paul advised that there had been some confusion regarding this last year.

38. To receive an update on Christmas in Crediton 2016 finances.

Clare circulated the budget sheet and advised that the banner costs still need to be added. Jo Ward has been asked to carry out further electrical work following the purchase of all the new lights and the rest of the budget would be spent on his labour costs. In view of this no further expenditure could now be incurred.

39. Any other business relating to Christmas in Crediton.

There were no further matters.

40. To agree the date of the next meeting.

AGREED: to have a pre-event meeting on Thursday 24th November at 2.00pm.

41. Close

The meeting closed at 3.45 pm


10/1/17