



Christmas in CREDITON Sub-Committee Minutes
Tuesday, 23rd October 2018 at 2.00 pm
at Council Chamber, Market Street, CREDITON

Page 23

Present: Liz Brookes-Hocking, Jack Robson, John Ross, Frank Letch, Jo Ward, Steph Jones, Andrew Drayton and Clare Dalley

37. To receive and accept apologies It was **resolved** to receive and accept apologies from Anne Hughes, Alan Quick and David Oliver.

38. Declarations of Interest

Cllr Frank Letch 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.

39. Christmas in CREDITON Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 9th October 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 9th October 2018.

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

ACTION: Steph to make arrangements with the Guides for the arches to be delivered to the Guide Hut before 10th October.

ONGOING. Steph confirmed she is picking up the arches from the Arts Centre on Tuesday, 30th October and taking them to the guide hut on Wednesday, 31st October. The Guides will keep them at their hut until the event.

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.

COMPLETE. The Old Town Hall will be available from 3.30 pm and no earlier.

ACTION: Emma to chase CREDITON Rugby Club to ascertain if any of its members would volunteer to help with the derig and clean up.

ONGOING. The Rugby Club has confirmed it can help, we are just waiting for names and numbers.

ACTION: Clare to chase CREDITON Rugby Club for the names of the de-rig volunteers.

ACTION: Find a third judge for the Children's Fancy Dress Competition.

ONGOING. Clare has e-mailed Dave Waring but has not received a reply.

ACTION: Find a third judge for the Children's Fancy Dress Competition.

ACTION: Clare to ask Paul Fallon if he will erect the banners as he did last year.

COMPLETE. Paul has erected the banners and the yellow mouse at St Lawrence Green.

ACTON: Jack to approach Richard or Stu to ask if they would be willing to MC at the event.

COMPLETE. Stu has confirmed he will be MC.

ACTION: Jack to discuss with Bruce what is required from the MC for the Traders Race.
COMPLETE.

ACTION: Clare, Liz and Paul to meet with Andrew to have a full briefing on the Land Train as he is not going to be available to run it this year.

ONGOING. Paul is on holiday until the beginning of November.

ACTION: Clare, Liz and Paul to meet with Andrew to have a full briefing on the Land Train as he is not going to be available to run it this year.

ACTION: Jo/Clare to contact the gentleman from Sonic Fireworks and get some tech specs on the "comet" fireworks in order that the Committee can understand the visual effect and safety issues of them. The information received will be discussed at the next meeting.

ONGOING. Clare and Jo have both been chasing Mike at Sonic. A map of the Town Square has been e-mailed over to him for the risk assessment to be completed. Mike has confirmed that the 4 comets will cost £325 plus VAT and he is proposing for them to be mounted on brackets on the lampposts in the four corners of the Town Square. Liz recommended that she and Clare meet with Mike to discuss the details in order that Clare can refer to the Council's insurers. Clare advised that she will need permission from Mid Devon District Council, to mount the pyrotechnics on the lampposts, as it owns the Square and lampposts.

ACTION: Jo to contact Mike at Sonic Fireworks to arrange for Clare, Liz and Jo to meet up to discuss the pyrotechnics, review the technical specifications, as well as discuss the necessary health and safety issues, insurance and permissions. Clare to forward all paperwork to the Council's insurers to establish if it will cover the pyrotechnics.

ACTION: Steph to discuss this idea with the Scouts and report back at the next meeting.

COMPLETE. The Scouts will be starting, with the decorated cart, at the bottom of North Street. They will walk along Parliament Street and up Market Street to meet the Parade and then come back down with it.

ACTION: Jack to talk to Lost Coyotes about them announcing the Scouts during a break in their set.

COMPLETE.

ACTION: Emma and Steph to meet at the Town Hall to assess the steps at both potential exit points.

COMPLETE. Emma and Steph met at the Town Hall prior to the meeting.

ACTION: Clare and Liz to review the number of marshals and stewards required for the event and the number of marshals and stewards currently confirmed.

ONGOING.

ACTION: Clare and Liz to review the number of marshals and stewards required for the event and the number of marshals and stewards currently confirmed.



ACTION: Liz to talk to Andrew about various items.

COMPLETE. Liz has been talking to Andrew and Tesco are able to help promote the event in store. Andrew has also passed on the High Street stores' details so Clare can liaise with the Store Manager about the tree brackets.

ACTION: Clare to provide Andrew with all the promo material.

ACTION: Emma to devise vouchers for the Treasure 'Elf Hunt' Competition prizes.

COMPLETE. Clare circulated a copy of the vouchers, which will be printed in denominations of £10.

ACTION: Clare and Emma to devise a sponsors board for display on the Land Train.

ONGOING.

ACTION: Clare and Emma to devise a sponsors board for display on the Land Train.

ACTION: Clare to ask Dave Waring if he would be willing to be a judge.

ONGOING. Clare has e-mailed Dave but not received a reply. She will continue to chase.

ACTION: Clare to ask Dave Waring if he would be willing to be a judge.

ACTION: Clare to find and allocate 10 stewards for the Parade.

ONGOING. Clare confirmed she will definitely have 10, she is just working out who the 10 will be.

ACTION: Clare to find and allocate 10 stewards for the Parade.

ACTION: Clare to contact Paul Fallon for Rotary volunteers.

COMPLETE. We will have at least 6 Rotary volunteers. Paul will confirm names nearer the time.

ACTION: Frank volunteered to chase the businesses on Friday, 19th October 2018.

INCOMPLETE. Frank couldn't do this on the 19th. He will do it on Wednesday 24th and Thursday 25th October.

ACTION: Alan will put a reminder in the Crediton Courier for businesses to book their illuminations.

COMPLETE.

ACTION: Clare to chase Lamps & Tubes for a date when the cross street decorations will be erected.

COMPLETE. They are being erected on 13th November 2018.

ACTION: Liz confirmed she will chase Andrew at Tesco regarding the High Street store having brackets erected on its building.

ONGOING. Clare is trying to contact the Store Manager to establish if they are going to be erected.

ACTION: Clare to encourage Tesco High Street Store Manager to put the two brackets on his store.

ACTION: Clare to prepare the mouse and find someone to hang it up at St Lawrence Green.
COMPLETE. Paul Fallon has done this, however Clare has had to take it down due to damage sustained from the weather. She is investigating a plan B!

ACTION: Clare to repair the yellow mouse and ascertain how it can be hung at St Lawrence Green without sustaining damage.

ACTION: Clare to contact Amy Charles to see if the Old Town Hall can be used for the marshal and stewards briefing.

COMPLETE. No, the Old Town Hall isn't available. Clare has secured the use of the Age Concern building from 2.00 pm to 7.00 pm at a cost of £25.00.

AGREED. Clare to book the Age Concern building.

ACTION: David to ascertain if the now empty Nessie's Bistro can be used on the day.

COMPLETE. Alternative space has been found at Age Concern.

ACTION: Frank to contact MDDC to see if the Council Chamber could still be used for the day.

COMPLETE. No, the building will be sold by then.

ACTION: Clare to purchase 6 x sponsor trophies.

COMPLETE. Clare confirmed these have been bought.

41. To receive an update on the marketing of the event.

Clare advised that a press release has been issued regarding the augmented reality project as part of the Christmas in Crediton festivities. She has also e-mailed and left a telephone message directly with Emma Ruminiski at BBC Spotlight, as she covered the augmented reality project last year. The posters and bookmarks have arrived and require distribution.

42. To receive an update on the lighting plan and agree any further actions.

Clare advised that the Town Square Christmas Tree should be erected a few days prior to the weekend of 17th/18th November. Jo confirmed the lights will have to go on the tree on Sunday 18th November as there is a Farmers Market on Saturday 17th November.

ACTION: Clare to arrange insurance for the cherry picker for Sunday, 18th November.

ACTION: Jo to liaise with Roger and Tom Coomber for the lights to be erected on the Christmas tree on Sunday, 18th November 2018.

43. To review the following and consider and agree any further actions:

- **road closure and traffic management plans**

Clare advised that the Crediton Age Concern building has been provisionally booked for the marshal and stewards briefings and as a safe dry place to give out high visibility vests and two way radios.

ACTION: Clare to confirm booking with Age Concern.

Clare has asked Dan if he will provide the marshals and stewards briefing, as he has done in previous years. She is waiting for Dan to confirm whether or not he can.

ACTION: Clare to chase Dan regarding him being able to give the marshal and steward briefing.

- **the Parade**

Steph confirmed everything is in place but she is concerned about timing as this is her first time organising the Parade. She would like to talk to Exeter Street Band and Jack provided her with the contact details.

She is taking the banners, for painting, to the schools on Tuesday, 30th October. She is looking for a solution to make safe the ends of the wooden poles, so children do not poke their own, or anyone else's, eyes out. Andrew thinks he has a solution and suggested Steph visits him week commencing 5th November.

ACTION: Steph to visit Andrew at Tesco, week commencing 5th November, to find a solution for the ends of the wooden poles.

Clare advised that neither the Mayor or Deputy Mayor are available to give the thank you speech at the event.

AGREED: Liz to give the thank you speech and hand out the sponsor trophies.

ACTION: Clare to ask the Mayor's Cadet if she is available.

- **the Town Square event**

Clare confirmed Dan has agreed for Crediton Coffee Company to be used as this year's Lost Children Point.

Jack circulated, what was hoped to be, the final running order. Clare confirmed she would update the Timed Project Plan and re-issue after the meeting.

Jack gave an overview of the Traders Race, which Bruce has in hand.

AGREED: Father Christmas will appear at R&G Barbers after the thank you speech and before the Switch-on. This needs to be scripted for the MC and Jo will need to arrange a follow-spot.

ACTION: Liz to script the Father Christmas reveal for the MC, Stu.

ACTION: Clare to amend the Timed Project plan to include Father Christmas.

ACTION: Jo to organise a follow-spot for Father Christmas.

- **Fireworks/Pyrotechnics**

As above, further information is still required from Sonic and once this is received she can check if the council's insurers will cover the use of fireworks.

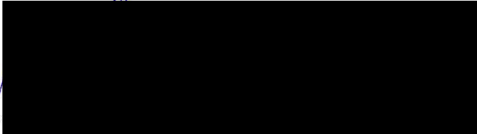
- **the children's fancy dress competition**

Clare has been gaining feedback on previous years competitions and it was felt that there needs to be someone acting as an MC telling people what they need to do and what happens after the competition regarding joining the parade. Clare felt that Kevin, the Town Crier would be an ideal person for this and an e-mail has been sent asking him if he would be willing to do this.

ACTION: Clare to chase Kevin to see if he will MC the children's fancy dress competition.

ACTION: Clare to ask Kevin if he will join the front of the Parade.

- 44. **To review the Event Management Plan.**
Copies of the Event Management Plan were circulated to all members for consideration. Clare asked members to contact her immediately if any changes were required.
- 45. **To review the Timed Project Plan.**
Copies of the Timed Project Plan were circulated to all members for consideration. Clare confirmed that revised electronic copies would be issued after the meeting reflecting the changes made from this meeting and asked to be notified immediately if any further changes are needed.
- 46. **To discuss the finances for the 2018 Christmas in Crediton project.**
Copies of the finances were circulated to all members for consideration. Clare confirmed that revised electronic copies would be issued after the meeting reflecting the addition of the pyrotechnics (on the assumption that we will be able to have them).
- 47. **To consider any other business/ideas relating to Christmas in Crediton 2018 not covered by this agenda.** Liz expressed concern that businesses are not signing up to Christmas in Crediton by making a £50 donation towards the illuminations. Clare reiterated that all bookings need to be received by 31st October, so the plan can be passed to the contractor, who is putting the High Street illuminations up on Sunday, 4th November 2018.
ACTION: Frank to visit High Street businesses, who have not donated/requested an illumination, on Wednesday 24th and Thursday 25th October 2018.
- 48. **To agree the date of the next meeting.**
The next meeting is scheduled for Tuesday, 13th November 2018 at 2.00 pm.
- 49. **Close**
The meeting closed at 3.27 pm.

Signed 
(Chairman)

Date: 13/11/18