



**Christmas in CREDITON Committee Minutes
Tuesday 6th October 2015 at 2.00 pm
at Council Chamber, Market Street, CREDITON**

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Present: Liz Brookes-Hocking, Frank Letch, Peter Hamilton, Mike Summerton, Alan Quick, and Clare Dalley

29. Apologies

Apologies were received and accepted from Dan Webb and Rosemary Stephenson.

30. Declarations of Interest

None declared.

31. Minutes of the last meeting held on 8th September 2015

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 8th September 2015.

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

ACTION: Alan, Mike and Peter to report back on the trees and which one would be best for this year.
INCOMPLETE.

ACTION: Alan, Peter, Frank and David to choose the Christmas tree on Thursday 15th October at 2.00pm.

ACTION: Alan to contact the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.

COMPLETE. The Town Band will be discussing the request at their rehearsal on Wednesday 7th October 2015.

ACTION: Alan to chase Town Band.

ACTION: Peter to ask Great Western Morris Dancers, if they'll do it for £300.

COMPLETE. Great Western Morris has confirmed it will come and Peter is negotiating the price at £200. They may dress up in themed costume as well!

ACTION: Clare to e-mail local organisations and arrange marshal information/training. Clare and Liz to prepare a presentation. Dan to chase the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer. Clare to contact Mid Devon District Council regarding Market Street car park and Paul Wilson, DCC, for advice on access arrangements and what can and can't be done.

ONGOING. Clare has e-mailed local organisations; she needs to follow these up with telephone calls. Clare and Liz have prepared a presentation and Clare is finishing it off. Clare has left messages for Paul Wilson at DCC and is waiting for a phone call back. Clare and Liz will be attending the Safety Advisory Group Meeting on 20th October 2015.

ACTIONS:

- **Clare to telephone local organisations and arrange marshal information training.**
- **Dan to chase the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer.**
- **Clare to contact Mid Devon District Council regarding Market Street car park and Paul Wilson, DCC, for advice on access arrangements and what can and can't be done.**
- **Frank to attend U3A meeting on Friday 9th October and advertise need for marshals.**
- **Clare to prioritise contacting CREDITON Rotary, CREDITON Boniface Rotary and CREDITON Lions for volunteer marshals and arranging to attend their meetings.**
- **Peter and Mike to have Stewards provided by the Arts Centre.**

ACTION: Clare to contact Newton St Cyres Young Farmers, Crediton Army Cadets and QE Sixth Form to see if any members are interested in being part of the de-rig team.

COMPLETE. No volunteers forthcoming from the Yong Farmers or QE Sixth Form as yet. There will be 2 adults and 12 volunteers from the cadets.

ACTION: Recycling and rubbish assistance is required. Clare to contact Mid Devon District Council to establish if this is a service it could provide together with the costs.

COMPLETE. MDDC has been booked. Clare suggested Army Cadets could staff the recycling stations.

ACTION: Clare to speak to Nigel Cooper to request the army cadets oversee the recycling stations and take on litter picking duties. Clare to make laminated signs for the litter bins and purchase latex gloves.

ACTION: Clare contact RGB and the Community Landfill Tax.

COMPLETE. This project does not qualify for their funding.

ACTION: Peter to contact Jo Ward regarding additional lighting in the Square for the Light Switch-On Event.

COMPLETE. Peter advised there is no easy answer, apart from festoon lighting going round the Square. Jo has said he will contact Clare directly to discuss costs.

ACTION. Clare to contact the Chamber of Commerce to ascertain if the old Chamber lights, believed to be in the attic/cellar of Charlesworth Nichol are still available and to ask if they will pay for the lighting infrastructure in the Square. Clare to investigate whether festoon lighting can be borrowed for anywhere else for the event. Alan to speak to Jenni Pitts to ascertain if she has any of the lights that were donated by Exeter.

ACTION: Mike, Peter and Liz to have a further meeting to progress the parade and town square event.

COMPLETE. Meetings are ongoing.

ACTION: Mike to carry out Steward Training.

ONGOING. Mike will adapt the CredFest training.

ACTION: Mike to carry out Steward Training.

ACTION: Mike to devise a Project Plan

ONGOING. Mike has this in hand.

ACTION: Clare to e-mail Dan a copy of the Sponsorship Package. Dan to approach local businesses for sponsorship.

COMPLETE.

33. To discuss plans and ideas for 2015

a) Road closures and traffic management

Clare has ordered 30 'Crediton Marshal' and 20 'Crediton Steward' high visibility vests. It was agreed that a map was needed which showed the road closure and clearly marked the marshalling points so volunteers clearly understood where they needed to be.

ACTION: Clare to produce a map of the road closure, clearly marking the road closure marshalling points, which can be included within the Marshal Briefing Pack.

A leaflet needs to be distributed to residents living around the Town Square advising them of the road closure and parking restrictions. Liz thinks she may have a copy of last year's leaflet.

ACTION: Liz to find last year's leaflet. Clare to prepare a leaflet by 9th November that can be distributed to residents around the Town Square by Liz and Peter week commencing 16th November.

It was agreed that a running order for the event was needed, which could be e-mailed to all schools, community groups and organisations. It needs to contain a list of all events and their individual start times.

ACTION: Clare to prepare a running order ready for distribution by 9th November 2015.

ACTION: Clare to ensure the book marks are with the schools week commencing 19th October so they are handed out before half term.

b) Lights and lighting infrastructure

Clare advised that with the help of new Councillor Heather Sansom, we may be a step closer to having Christmas trees on Redvers House. Electrical adaptations would need to be made so it is unlikely it would happen this year but is good news for future years.

The cross street decorations will be erected on Friday 30th October 2015. Prior to this date the lights need to be taken out of storage and brought to the Council office to be tested.

ACTION: Liz and Mike to move the cross street decorations and Clare to ask John to test them.

Clare expressed concern regarding the number of strings that need to be pulled together in relation to all the Christmas trees being erected, the electrics and the tele lift.

ACTION: Clare needs to advise the Chamber that the High Street trees need to be erected on the weekend of 14th & 15th November. Alan will provide Chapter 8 cover when this happens. Clare needs to advise Create storage re access arrangements.

ACTION: Clare to liaise with David Oliver, Jo Ward and the tele lift regarding the erection of the Town Square tree.

c) High Street traders/open shops for the Switch-on event

Further information is awaited from the Traders Association/Chamber of Commerce.

d) The parade

The School assemblies have been booked as follows:

- 10th Nov 9.00am Landscore,
- 12 Nov 9.15 am Sandford
- 13 Nov 1.30 pm Haywards.

The fairy tale theme needs to be promoted.

ACTION: Frank and Emma to attend school assemblies. Peter to provide Emma with a costume and props (masks and hats) for the assembly.

Peter provided an overview of the parade. The Pied Piper will provide the visual at the front of the parade and is being made on Saturdays during November.

Peter has had two sessions with Scout leaders on making rat masks. These will be for the beavers and the cubs to wear in the parade. The scouts will be pirates and will be pushing Tinkerbell's boat (the scout cart), which will contain Tinkerbell.

Peter is currently trying to recruit fairies.

There will be two bands in the parade the Djembe band and the Kasbah band plus Great Western Morris, who will also be performing on the High Street before the parade between 7.00 pm and 7.45 pm.

Amy Charles Dance Academy has also agreed to perform on the High Street before the Parade and will be in the Parade.

Mike advised that he has been in contact with the Katherine Mitchell School of Dance but they seem reluctant to engage at the moment. Mike will keep trying.

The need for additional street music before the parade was discussed and it was felt that only one more artist was required, as there will be Great Western Morris, Amy Charles Academy of Dance and the Traders Association/Chamber of Commerce has plans.

ACTION: Peter to arrange one more addition to the street music.

e) The town square event

Clare and Liz advised that MDDC will provide 12 bin in 2 banks of 6. They will be for the following:

- Plastic
- Glass
- Cans
- Food
- Paper plates/cardboard cups
- General Waste

This will cost £70.

Mike advised he is still working on the finer details of the Town Square.

AGREED: The winner of the fancy dress competition will switch-on the Christmas tree lights.

There will be a tent set up for St John's Ambulance which will also be the lost children tent. It will be labelled up LOST BOYS (& GIRLS)

ACTION: Clare to devise signs.

Clare advised that Abi at Crediton Dairy had e-mailed and asked for further details about the event. Mike confirmed he would update Abi.

ACTION: Mike to update Abi at Crediton Dairy on what is happening this year.

ACTION: Clare to e-mail Kevin, Town Crier, the minutes of this meeting and stay in touch regarding what he is required to do on the night.

Rod Brookes-Hocking has agreed to be the compère for the evening.

Peter has booked the band Skarper to play in the Square at a cost of £300.00

f) Any other plans and ideas not covered above

The steward and marshal training was discussed and it was agreed that the training should take place on Sunday, 22nd November 2015, commencing at 11.30am and finishing at 1.00pm at the Boniface Centre, this will be carried out by Mike and Alan.

ACTION: Clare to book the Boniface Centre for 22nd November 2015 between 11.30am and 1.00pm. Mike and Alan to carry out the training.

34. To discuss the finances for the 2015 Christmas in Crediton project.

Clare provided details of the up to date finances.

35. To agree the date of the next meeting.

It was agreed the date of the next meeting would be Tuesday 27th October 2015 at 2.00 pm in the Council Chamber.

36. Close

The meeting closed at 4.00 pm.