



Christmas in CREDITON Committee Minutes
Tuesday 12th September 2017 at 2.00 pm
at Council Chamber, Market Street, CREDITON

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Present: Liz Brookes-Hocking, Peter Hamilton, David Oliver, Jo Ward, Alan Quick and Clare Dalley

1. To Elect a Committee Chairman for 2017 - 2018

It was **resolved** for Liz Brookes-Hocking to be the Committee Chairman for 2017-2018.

2. To Elect a Committee Deputy Chairman for 2017 - 2018

There were no volunteers for the position of Deputy Chairman at the meeting.

3. To receive and accept apologies.

It was **resolved** to receive and accept apologies from Frank Letch.

4. Declarations of Interest

None declared.

5. Christmas in CREDITON Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 25th April 2017. It was **resolved to agree and sign, as a correct record, the minutes of the meeting held on 25th April 2017.**

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

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.

COMPLETE.

AGREED. To instruct Jo Ward to erect the existing and any new lights.

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

COMPLETE.

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

COMPLETE. The new owner of the Greenhouse has confirmed that she is willing to sponsor the power supply to the Christmas Tree.

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

COMPLETE.

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

COMPLETE. Alan spoke to them and they are happy to sponsor this year's event.

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

COMPLETE.

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.

COMPLETE.

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

COMPLETE.

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.

COMPLETE.

ACTION: Peter to create a magic arch template.

COMPLETE.

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.

COMPLETE. The Scouts are happy to be involved and have confirmed the cart will be transformed into the Hogwarts Express.

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.

ONGOING. Clare contacted the guides but hasn't heard anything back.

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.

COMPLETE.

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.

INCOMPLETE.

ACTION: Liz to provide Peter with contact details for the teachers in charge of the choirs and Peter to contact the teachers directly.

ACTION: Peter to contact Great Western Morris, Amy Charles Dance Academy, Djembe Drummers, Exeter Street Band 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.

COMPLETE.

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

COMPLETE.

A handwritten signature in black ink, appearing to read 'E. Potts', is located in the bottom right corner of the page.

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

ONGOING.

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

ACTION: Clare to order the sponsors thank you trophies.

COMPLETE. Clare showed members a trophy.

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

COMPLETE. Yes, it will.

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

Clare confirmed the poster had been issued on social media and on the Town Council's website. The letter to all businesses had been issued and so far 34 trees had been allocated, this included those needed for the Council Office building and Redvers House. She confirmed the artwork for the posters, bookmarks and banner would now be sent to print.

ACTION: Clare to visit those businesses that have not yet signed up for a tree.

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

- **road closure and traffic management plans.**

Clare advised that with the help of Alan four 'ROAD CLOSED' signs, one 'ROAD AHEAD CLOSED' sign, a supply of traffic cones and a couple of sand bags had been sourced. Andi Wyer has agreed to be Chief Marshal. He is Crediton's designated Road Warden and Chapter 8 qualified.

- **the Parade and Town Square event**

Peter and Liz gave an update on the plans for the Parade and Town Square event this includes the Parade starting at the top of Market Street being led by Crediton Scouts and the Hogwarts Express (transformed Scout cart). They will be followed by Exeter Street Band, the Guides (hopefully with decorated arches) and Street Fairies. The Parade will enter the Town Square opposite the Three Little Pigs into a cordoned off area where all the children from the Fancy Dress Competition will have a group photo. The prize winners will then proceed to the designated switch-on area accompanied by the Fancy Dress judges.

AGREED: The Chamber of Commerce will arrange the children's fancy dress competition including prizes.

ACTION: Clare to purchase medals for the fancy dress competition (children and adult) the same as last year.

ACTION: Clare to ask James Gregory and Dee Weiner to be this year's fancy dress competition judges and to assist with the Christmas light Switch-On.

ACTION: Clare to book Father Christmas and to ask him if he has a motorbike licence.

How Father Christmas would be involved in the year's event was discussed and it was agreed that it would be good if he could arrive as a pillion passenger on a motorbike (as a flying visit as he's so busy).

ACTION: Peter to visit the new motorbike shop to see if they could provide a bike and a driver for the event.

EWS H

The idea of a Santa's grotto was discussed and it was decided that there was too much going on in a relatively short space of time for a Santa's grotto to operate successfully. It would be time consuming to construct a grotto, would clash with other entertainment including the train rides, the children's fancy dress competition and the visit from Father Christmas.

AGREED: Not to have a Santa's grotto.

David advised that members of the Chamber would like to hold another traders fancy dress race and everyone agreed this was a great idea. It was agreed that it would be great if the race could start on Market Street and finish in the Town Square.

ACTION: The Chamber of Commerce to organise a Traders Fancy Dress race.

9. **To review the Event Management Plan.** A copy of the plan had been issued with the agenda. Clare issued hard copies and asked everyone to review the document and e-mail her with their comments/amendments.

ACTION: All members to review the Event Management Plan and provide feedback to Clare.

10. **To review the Timed Project Plan.** A copy of the plan had been issued with the agenda. Clare issued hard copies and asked everyone to review the document and e-mail her with their comments/amendments.

ACTION: All members to review the Timed Project Plan and provide feedback to Clare.

11. **To consider quotations for new lighting and agree a course of action.**

Clare advised members of this year's proposed lighting plan and circulated quotations for new lighting for the four trees in the Town Square.

AGREED: It was agreed to purchase 20 x 0.3m warm white static spheres from LITE at a cost of £1,600 plus VAT.

She also advised that she had been liaising with Gilbert Stephens and Rod & Liz Brookes-Hocking (Liz declared a personal interest) to erecting icicle lights and twinkling led lights on their properties, which could mirror those on the Council office building. Both had agreed, subject to checking the finer details with Jo Ward, the Council's electrician.

She was still trying to obtain permission from the owners of the Natwest and Ship Hotel buildings to erect the third cross street decoration across the top of Market Street.

ACTION: Clare to pursue the permissions required to erect the 3rd cross street decoration.

12. **To consider requests received from street vendors, food and entertainment providers to attend the Christmas in Crediton 2017 Switch-On Event and agree the necessary documentation required.**

Clare advised that she had been approached by street vendors, food and entertainment providers to attend the Christmas in Crediton 2017 Switch-On Event. Clare had prepared documentation for stall holders including an application form and terms and conditions.

The documentation for stallholders was reviewed, including applying a fee of £50 per stall.

AGREED: To approve the stall holder paperwork and charge.

AGREED: The following food and drink outlets would be on the Town Square:

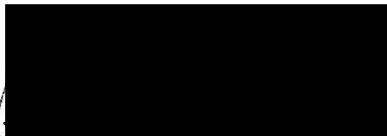
- The Three Little Pigs – providing a bar and burgers etc
- Market Café – burgers etc
- Marions Deli – german sausage and christmas biscuits
- Candy Floss and Churros stall

EWB H

Alan left the meeting 3.28 pm

13. **To discuss the finances for the 2017 Christmas in Crediton project.**
Clare circulated the 2017 budget sheet and confirmed that the project was proceeding within budget.
14. **To consider any other business/ideas relating to Christmas in Crediton 2017 not covered by this agenda.**
Peter queried how long the Beatnxs should be playing for as he felt 45 minutes was not long enough.
AGREED: The Beatnxs would play until 6.30 pm with the event closing at the same time.
15. **To agree the date of the next meeting.**
AGREED: The next meeting will be held on Tuesday 3rd October 2017 at 2.00pm
16. **Close**
The meeting closed at 3.45 pm.

Signed



(Chairman)

Date:.....

03/10/2017