

Meeting	Community Development Committee
Date	1 st October 2024
Report Title	Christmas Activities 2024
Agenda Reference	12
Author	Laura Cutter, Deputy Clerk & Services Manager

Officer's Recommendations

1. To note the report

Background

Christmas is a very busy season within the Council, especially for the Community Development Team delivering a wide range of different events. The marketing and social media reporting during this time and the year end round up video also requires a lot of forward planning.

Christmas Opening Times

As usual, the Parish Office will be open until 4pm on Christmas Eve, 24th December 2024 and will be closed until 9am on Thursday 2nd January 2025. Staff will use annual leave entitlement to cover the days out of the office.

The Parks & Open Spaces Team will operate a reduced service, predominantly for bin emptying, on Friday 27th December, Monday 30th December, Tuesday 31st December. The out of hours line is contactable for any emergencies. Messages will be put out on social media.

Christmas Lights

The Christmas lights will be hung at the Parish Council Offices from Monday 2nd December 2024 until Friday 3rd January 2025. To reduce energy bills, as in previous years, the lights are on a timer from 4.00pm until 8.00pm. The existing stock is working as planned and there is a small budget for any enhancements.

The Marketing & Events Co Ordinator has an idea to enhance the look of the cherry tree outside the Parish Offices and maybe hang a silhouette/ string lighting over the top. Previously we have had a real tree donated by McDonald's. This addition / enhancement to our current tree, means it is reusable and is in a good location that would not block the newly installed defibrillator. It will also be more visual for people passing the Parish Offices.

There may also be some lighting at the GMF (fairy lights and an outdoor tree). This may be enhanced in line with Christmas Carnival plans for this year.

Christmas Parcel Scheme

The proposed dates for packing and delivery are on Saturday 14th December 2024. As we had many volunteers last year, this can comfortably be done on the one day and the Office Team can organise the produce on the Friday before during working hours.

The Administrator is writing out to local companies asking for donations of non-perishable goods and the content list will be as previous years. The items will be purchased throughout October and November, stored in the upstairs office cupboards.



There is a budget available of £1,000.00. Previously sponsorships have helped to stretch this budget and where necessary virement from Community Choices to bolster the budget.

Christmas Card Competition

This competition is aimed at primary school children; their designs need to be back with us by Thursday 7th November to send the winning design through to our supplier. In return, they will win their design printed on a tote bag, Christmas cards (for personal use for family and friends), a coaster mat and a mug. The design is also printed to put in our Christmas Parcel bags on behalf of the “Children of Haydon Wick Parish”.

Christmas Events Programme

The programme below is as currently confirmed. There are some other ideas to throw in to the mix, such as a community bus trip and potentially some Over 60's Christmas meals.

If you have any ideas to add to the programme, please let us know.

Event	Date	Timings	Venue
Christmas Haven Meal/ Buffet	2 nd December 2024	11.00am – 1.00pm	HWPC Offices
Christmas Carnival	6 th December 2024	5.00pm – 8pm	TBC
Christmas Card Competition (deadline for entries 7 th November)	7 th December 2024	Arrange school assembly visit to present prize to winner	TBC
Memory Café – Christmas Theme/Craft activity	11 th December 2024	10.30am – 12.30pm	Haydon Wick Bowls Club
Christmas Parcel Scheme	12 th December 2024	9.30am – 11.30am packing 11.30am – 1.30pm deliveries	HWPC Offices
Memory Café – Christmas	18 th December 2024	10.30am – 12.30pm	Haydon Wick Bowls Club
Memory Café – Christmas Meal	19 th December 2024	TBC	Toby Carvery
Youth Christmas Party	23 rd December 2024	4.30pm – 6.30pm	GLL Haydon Centre