

<b>Meeting</b>	Community Development Committee
<b>Date</b>	3 <sup>rd</sup> August 2021
<b>Report Title</b>	Christmas Parcels & Christmas Cards 2021
<b>Authors</b>	Councillor Sarah McDermott and Johanna Edwards, Community Development Officer

**Officer's Recommendations: To proceed with Christmas Parcel and Christmas Card Competition using the allocated budget £1,500 402/4212.**

## Background

### 1. Christmas Parcel Scheme

The 2021 Christmas Parcel Scheme's project timeline is as follows:

- Application appears in the Autumn Issue of the magazine, deadline 29<sup>th</sup> September 2021, with delivery during November.
- Deadline for applications Wednesday 1<sup>st</sup> December.
- Packing Friday 10<sup>th</sup> December
- Delivery Saturday 11<sup>th</sup> December

The assumption is that this will be a volunteer activity, the timeline allows for alterations to reflect any COVID19 restrictions that may arise.

Administration, shopping for parcel items, making up the parcels will undertaken by the Administration Assistant, our Cleaner/Caretaker with support from the Parks & Open Spaces Team, if required.

### 2. Christmas Card Competition

The Council has planned budget to undertake a Christmas Card Competition as in previous years. The winning design will be printed and included in the Christmas Parcels. The winner will not be used as the Parish Council's business Christmas Card. The timeline to be determined to allow the winner to be printed in time to be included in the packing on Friday 11<sup>th</sup> December.