

Meeting	Community Development Committee
Date	1 st September 2026
Report Title	Community Events Programme
Agenda Reference	17
Author	Laura Cutter, Deputy Clerk, HR & Services Manager

Officer's recommendation:

1. To note the report and the community events for the rest of the year, any changes will be with discretion of the Deputy Clerk and her resourcing plan.

Background

It has been an exceptionally busy summer, with significant Officer and volunteer time required both to deliver events and to complete the work behind them, including planning, risk assessments, preparation, coordination and attendance. Event delivery can also result in Officers spending periods of time away from the office, that coupled with annual leave and time off in lieu of any weekend events present a shortfall of administrative hours.

Alongside the events programme, Officers need capacity to progress priorities set by the previous Council and new priorities identified by the current Council, including Community Choices, the Community-Led Action Plan and marketing requirements for Councillor-led charity fundraising.

Given the continued busy programme into the autumn and Christmas period, it is recommended that the Council scales back and prioritises the events programme to allow Officers to catch up on key priorities and ensure that future events are properly planned and resourced. The intention is not to reduce community engagement, but to ensure that the number and scale of events are realistic and sustainable alongside the wider responsibilities of the Council.

Resource / Capacity Considerations

- November has a particularly high concentration of activity, with the Millets Farm trip, Remembrance Display, Christmas Event and Wreath Making.
- December also has several commitments, including the Cirencester Christmas trip and two activities on 12 December, alongside the Christmas period.
- The Christmas Event, Panto and Christmas Parcels should be considered together when assessing December workload, as they fall within a relatively short period. There are also additional events within the Haven & Memory Café that take place over Christmas. There is also the Christmas Card competition. The social media load and getting all of the Christmas messages out becomes heavier and more labour intensive.
- Memory Café Christmas activities have been scaled back this year. Bereavement Café will be progressed throughout Autumn/Winter but will go live from January.

Community Event Programme – September to December 2026

September

- **Wednesday 2 September – Community Bus Trip: Devizes**
 - Time: 9.30am–3.30pm
- **Thursday 10 September – Memory Café Abba Event**
 - Time: 11.30am–4.00pm
- **Friday 25 September – Macmillan Coffee Morning**
- **Wednesday 30 September – Community Bus Trip: Bampton**
 - Time: 9.30am–3.30pm

October

- **9th October – Fish & Chip Event**
- **22–30 October – October Half Term**
 - Pumpkin Carving Event
 - Date/time to be confirmed
- **30 October – Diwali Event (as part of Sudha's CALM Fundraising)**

November

- **Wednesday 4 November – Community Bus Trip: Millets Farm**
 - Time: 9.30am–3.30pm
- **November – Remembrance Display**
 - Proposed to run throughout November, if possible
- **Friday 27 November – Christmas Event '26**
- **End of November – Christmas Wreath Making**
 - Date to be confirmed

December

- **Wednesday 2 December – Community Bus Trip: Cirencester Christmas**
 - Time: 9.30am–3.30pm
- **Saturday 12 December – Christmas Panto**
- **Saturday 12 December – Christmas Parcels '26**
- **Wednesday 23 December – Christmas Memory Café – Father Christmas, Raffle Prizes, Singer and Seated Exercise**
- **21–31 December – December Half Term (Office Shut Down)**

See separate community choices report and councillor fundraising report for other upcoming Council activities.

A further report will be brought to Community Development in January for activities for the last quarter of the financial year.