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Meeting	Community Development Committee
Date	3rd November 2026
Report Title	Supporting the Scout Group Christmas Post Scheme
Agenda Reference	19
Author	Councilor Sudha Nukana / Councilor John Jackson

Proposer: Cllr Sudha Nukana
Seconder: Cllr John Jackson

Recommendations

1. **Scout Post Stamp Sales:** To approve Haydon Wick Parish Council selling Scout Post stamps on behalf of the Scout Group from the Parish Council office.
2. **Scout Post Box:** To approve the installation of a designated Scout Post box at Haydon Wick Parish Council offices to provide residents with a convenient local collection point for Christmas cards.
3. **Small Meeting Room Usage at Haydon Wick Parish Council:** To approve free use of the small meeting room at Haydon Wick Parish Council offices on 16, 17 and 18 December 2026, between 4pm and 7pm, to enable Scout Group volunteers to sort Christmas cards ready for delivery. Outside these times the room will be used as storage of the Swindon Scout Post.

Background

The Swindon Scout Post scheme is a community initiative that provides an alternative local delivery service for Christmas cards while raising funds to support Scouting. The scheme brings together Scouts, adult volunteers and community supporters to help deliver festive greetings to households across Swindon and surrounding communities.

The scheme operates through the sale of dedicated Scout Post stamps and the use of designated Scout Post boxes. Residents purchase stamps, attach them to their Christmas cards, clearly address the cards, including the postcode, and deposit them at an authorised collection points across Swindon. Volunteers then collect, sort and deliver the cards within the scheme's designated delivery areas.

The delivery network covers Swindon and a wide geographical area extending into surrounding communities, including Haydon Wick Parish, Blunsdon, Highworth, Purton, Royal Wootton Bassett, Wroughton and other local villages. This means residents within Haydon Wick Parish can benefit directly from the scheme, making it particularly relevant for the Parish Council to support and promote the initiative locally.

The service is specifically for Christmas cards, and its dedicated stamps are not valid for use through Royal Mail post boxes. The success of the scheme depends on community participation, convenient stamp sales and collection points, and volunteers who give their time to help deliver the cards before Christmas.

2. Proposed Stamp Sales and Community Promotion

It is proposed that Haydon Wick Parish Council supports the local Scout Group by making a supply of Scout Post stamps available for purchase at the Parish Council offices, subject to agreement on the arrangements for supplying, selling and accounting for the stamps.

The initiative would provide residents with an additional local outlet and help raise awareness of the service within the parish.

There is also an opportunity to promote the scheme through existing community activities and facilities, including the Memory Café, Companion Café and The Haven. These settings provide opportunities to reach residents who may welcome a convenient way to participate in the scheme, alongside those who regularly attend local community activities.

By making the stamps available through the Parish Council, councillors, their families and friends, office visitors and other residents would have an accessible local opportunity to support the initiative. Promotional activity would make clear the designated delivery areas, the final posting deadline and the requirement to use the official Scout Post boxes.

3. Installation of a Scout Post Box

It is proposed that a designated Scout Post box be installed at Haydon Wick Parish Council offices for the duration of the Christmas Post scheme, subject to agreement with the Scout Group on the collection arrangements and the suitability of the location.

The box would provide a convenient local drop-off point for residents who have purchased Scout Post stamps and wish to send Christmas cards through the scheme. It would complement the proposed stamp sales facility, allowing residents to purchase stamps and subsequently post their cards at the same location.

The installation would demonstrate the Parish Council's support for a local community initiative and help increase awareness and participation among residents. Appropriate arrangements would need to be agreed with the Scout Group for installation, security, collection frequency and removal of the box at the end of the scheme.

4. Small Meeting Room Usage at Haydon Wick Parish Council

The Scout Group has requested use of a room the size of Haydon Wick Parish Council's small meeting room. on 16th, 17th and 18th December 2026 to establish a temporary Christmas Post sorting facility.

The room would allow volunteers to bring collected Christmas cards to the Parish Council offices and sort them into the relevant postcode and delivery areas. This process is an important part of the operation, helping volunteers organise the cards efficiently before distributing them for delivery across their respective local areas.

The volunteers would be on site between 4pm and 7pm on each of the three dates to undertake the sorting activity. The Scout Group anticipates that no more than seven to eight volunteers would be present at any one time. It is also proposed that the post be

left securely in the room during the day between sorting sessions, subject to suitable storage and access arrangements being agreed in advance.

Cllr Leigh Jackson would take responsibility for key holding and facilitating access to the premises. The intention is that the activity would be managed by the Scout Group and its

volunteers, without requiring additional officer time. Appropriate arrangements for secure storage, access, the safe use of the room and the return of the premises to their normal condition would be agreed before the facility is used.

The request presents a positive opportunity for Haydon Wick Parish Council to work in partnership with a local community organisation. Providing temporary access to an existing meeting room would offer practical support to the volunteers, help coordinate the Christmas delivery operation and demonstrate how Parish Council facilities can contribute to worthwhile community initiatives.

Subject to approval, the arrangements would be limited to the specified dates and purpose, with no ongoing commitment to provide the room outside the agreed period.

5. Community Involvement and Volunteering

In addition to supporting stamp sales, providing a collection point and making the meeting room available, there is an opportunity for councillors and residents to support the scheme by volunteering to deliver Christmas cards in their local areas.

The delivery operation relies on volunteers giving their time to help ensure that cards reach recipients before Christmas. Promoting this opportunity through the Parish Council's communication channels could help the Scout Group attract additional support and strengthen community participation.

Residents or councillors who would like to volunteer their services are invited to contact Cllr Leigh Jackson, who can pass their details on to the Scout Group for follow-up and coordination.

This is a practical example of partnership working between the Parish Council, the Scout Group and the wider community. It offers residents an opportunity to contribute to a festive community service while helping raise funds for Scouting and supporting the volunteers who deliver the scheme.

6. Conclusion

The proposed support for the Scout Group would provide practical assistance to the annual Christmas Post scheme through local stamp sales, a designated Scout Post box and temporary use of the Parish Council's small meeting room for sorting cards.

The proposals offer an opportunity to promote community engagement, encourage volunteering and make use of existing Parish Council facilities to support a local organisation. The arrangements would be subject to the necessary operational details being agreed with the Scout Group.

Councillors are asked to consider and approve the three recommendations set out at the beginning of this report.