



CENTRAL SWINDON NORTH PARISH

Community Development Committee at 1900 hrs Wednesday 2nd July 2025

Agenda Item 3: Community Calendar

1. To increase awareness and engagement of activities within the Parish a Community Calendar is being developed. This will be hosted on the Parish website, utilising a calendar system from Modern Events Calendar (MEC).
2. The calendar is being developed using the MEC free service, which provides the core functionality presently required. An annual subscription Pro service is available, priced currently at \$99 per annum (approximately £72 at the time of writing). This provides additional features, auto-updates, and dedicated helpdesk support.

Scope

3. The Community Calendar will provide the following:
 - 3.1. Events or activities delivered by the Parish
 - 3.2. Events or activities delivered by 3rd parties at Parish assets
 - 3.3. Events submitted by Voluntary Action Swindon (VAS), subject to approval
4. For example:
 - 4.1. Committee meetings
 - 4.2. Councillors surgeries
 - 4.3. Regular or one-off Parish events
 - 4.4. Regular or one-off events delivered by 3rd parties – lunch clubs, etc.
 - 4.5. Regular or one-off events submitted by VAS that are located within the boundaries of the Parish or at Parish assets.

Management

5. Day-to-day administration of the Community Calendar will be part of the duties of a specified member of Parish staff.
6. VAS will submit events via the online event submission form, pending go live approval from the Parish.
7. Technical issues will be the responsibility of the ML&DS Manager, with support from MEC helpdesk as required.

Development and Delivery

8. We are currently in the build and test phase of development. A functional calendar is in place. Additional work is required to complete setup before it can go live. For example:
 - 8.1. Entering required metadata

8.2. Populating the calendar with known events prior to launch.

9. We expect to go live in August 2025, when development work is completed.

Future Development

10. Potential exists to extend 3rd party submissions beyond VAS in future, by providing access to the password protected event submission form to approved organisations.
11. It is strongly recommended that no action is taken in this regard at present, until such time as we are confident that administrative overheads for the Parish do not present too great a burden
12. MEC offers a module for ticketing and payment processing at an additional cost of \$119 per annum (circa £87 at the time of writing). The module includes a ticket scanner app, which may be installed on smartphones, allowing entry staff to process tickets during events.
13. While not recommended or required at present, the module would allow the Parish to deliver ticketed events, whether free or charged, should the need arise.

Recommendations

14. The Parish to deliver an online Community Calendar via the Parish website, utilising MEC.
15. The Parish to work in partnership with VAS to maintain the calendar and ensure it is current and relevant.
16. Approval for expenditure of \$99 per annum for MEC Pro.