

Committee:	FULL COUNCIL
Date:	17 March 2021
Agenda Item	12

CHRISTMAS OFFICE HOURS			
Day	Date	Office	Details
Thursday	23 Dec	OPEN	
Friday	24 Dec	CLOSED	Staff Normal Day Off
Monday	27 Dec	CLOSED	Bank Holiday
Tuesday	28 Dec	CLOSED	Bank Holiday
Wednesday	29 Dec	CLOSED	Statutory Day Off
Thursday	30 Dec	CLOSED	Statutory Day Off
Friday	31 Dec	CLOSED	Staff Normal Day off
Monday	3 Jan	CLOSED	Bank Holiday

Recommendation: that HTC approves the Christmas Office hours 2021.

Sarah Greateorex

Sarah Greateorex
Town Clerk