

Committee:	FULL COUNCIL
Date:	13 March 2023
Agenda Item	11

CHRISTMAS OFFICE HOURS			
Day	Date	Office	Details
Friday	22 Dec	CLOSED	Staff normal day off
Monday	25 Dec	CLOSED	Bank Holiday
Tuesday	26 Dec	CLOSED	Bank Holiday
Wednesday	27 Dec	CLOSED	Statutory Day Off
Thursday	28 Dec	CLOSED	Statutory Day Off
Friday	29 Dec	CLOSED	Staff Normal Day off
Monday	1 Jan	CLOSED	Bank Holiday
Tuesday	2 Jan	OPEN	

Recommendation: that HTC approves the Christmas Office hours 2023.

Sarah Greateorex

Sarah Greateorex
Town Clerk