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|--------------------|----------------------|
| <b>Committee</b>   | <b>FULL COUNCIL</b>  |
| <b>Date</b>        | <b>15 April 2024</b> |
| <b>Agenda Item</b> | <b>19</b>            |

**To consider proposed Christmas Office hours December 2024**

| <b>CHRISTMAS OFFICE HOURS</b> |             |               |                      |
|-------------------------------|-------------|---------------|----------------------|
| <b>Day</b>                    | <b>Date</b> | <b>Office</b> | <b>Details</b>       |
| Monday                        | 23 Dec      | OPEN          |                      |
| Tuesday                       | 24 Dec      | CLOSED        | Staff Normal Day off |
| Wednesday                     | 25 Dec      | CLOSED        | Bank Holiday         |
| Thursday                      | 26 Dec      | CLOSED        | Bank Holiday         |
| Friday                        | 27 Dec      | CLOSED        | Statutory Day Off    |
|                               |             |               |                      |
| Monday                        | 30 Dec      | CLOSED        | Statutory Day Off    |
| Tuesday                       | 31 Dec      | CLOSED        | Staff Normal Day off |
| Wednesday                     | 1 Jan       | CLOSED        | Bank Holiday         |
| Thursday                      | 2 Jan       | OPEN          |                      |

**Recommendation :** that HTC approves the proposed Christmas office hours 2024.

*Sarah Greator*

**S Greator**  
**Town Clerk**