

**BRIDGNORTH TOWN COUNCIL  
TUESDAY 19<sup>TH</sup> SEPTEMBER 2017**

Agenda item: 19

**Christmas Closure**

**Background**

The Town Council is asked on an annual basis to consider the request for closures over the Christmas period and therefore Members are asked to consider the information below.

**Information**

This year Christmas Day falls on a Monday, Boxing Day on a Tuesday and New Years Day also on a Monday. Members are therefore asked to consider the following request for closures over the Christmas period:

Friday 22 December 2017	Close at 12 noon
Monday 25 December 2017	Closed (Christmas Day)
Tuesday 26 December 2017	Closed (Boxing Day)
Wednesday 27 December 2017	Closed (Statutory Day)
Thursday 28 December 2017	Closed
Friday 29 December 2017	Closed
Monday 1 January 2018	Closed (New Year's Day)
Tuesday 2 January 2018	Re-open at 7.30am for Direct Labour Force and 9am for office staff

**Way Forward**

Members are therefore asked to consider the above and give the Town Council staff a half days leave on Friday 22<sup>nd</sup> December and then allow the Town Council staff to take two days leave on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> December.

Members are asked to note that the office answering machine will be updated with the Town Clerk's mobile number should there be an emergency over the Christmas period. There is also a member of staff who is on call for out of hours emergencies.

Members are asked to confirm that they accept to pay overtime to members of the outside staff, for two hours per day each at double time, to check the open spaces and play areas on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> of December.