

To receive and approve an amendment to the Schedule of Meetings 2025-26
and consider any actions.

Report to: Full Council

Date of Report: 31/10/25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Purpose of the report:

Due to the Town Council's operational hours over the festive period, January's Full Council meeting needs to be rescheduled.

Officers Recommendations

To approve an amendment to the meeting schedule, whereby the Full Council meeting originally set for Thursday 9 January 2026 be rescheduled to Thursday 15 January 2026.

Report Summary

Due to the closure of the Town Council offices over the festive period, it will not be possible to issue the agenda in time for the scheduled Full Council meeting on Thursday 9 January 2026.

Members are therefore asked to approve rescheduling this meeting to Thursday 15 January 2026.

This adjustment also allows for the inclusion of any matters arising during the closure period.

Attached as **Appendix A** is an amended schedule of meetings reflecting the change.

Signature of Officer:

Office Manager / Assistant to the Town Clerk