

To receive a report on the Town Council Christmas and New Year operational hours for the year 2026/27 and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 16.02.26

Officer Writing the Report: Town Clerk / RFO

Purpose of Report: To review and determine Town Council operations over the Christmas and New Year period for 2026.

Officers Recommendations

Members are asked to consider recommending to Full Town Council the Christmas and New Year operational hours for 2026/27 to allow staff to allocate the correct annual leave in accordance with the Employee Handbook:

Christmas Closure

You must keep some of your annual holiday entitlement to be taken during the Christmas/New Year closure period. The precise number of days and the dates on which they are to be taken will be confirmed annually, normally at the beginning of each holiday year.

Report Summary

On behalf of all staff, including the Town Clerk, thank you to the Personnel Committee for recommending to Full Town Council the extended Christmas period for 2025, and to all Town Council Members for supporting and approving the recommendation. The additional break was greatly appreciated and much needed by everyone.

Saltash Town Council's operational hours:

Administration / Finance / Comms

Monday to Friday 8am to 5pm

Library

Monday, Tuesday, Thursday, Friday 9:30am to 5pm

Saturday 10am to 1pm

Service Delivery

Monday to Sunday 9am to 5pm

2026/27 Christmas and New Year calendar:

<u>Christmas / New Year Period</u>	<u>Annual Leave</u>
Thursday 24.12.26 Christmas Eve (Working day)	TBC
Friday 25.12.26 Christmas Day	Bank Holiday
Saturday 26.12.26 Boxing Day	Bank Holiday
Sunday 27.12.26 Working day	TBC
Monday 28.12.26 Substitute Bank Holiday	Bank Holiday Substitute
Tuesday 29.12.26 Working day	TBC
Wednesday 30.12.26 Working day	TBC
Thursday 31.12.26 Working day	TBC
Friday 01.01.27 New Years Day	Bank Holiday

Signature of Officer:

Town Clerk / RFO