

To receive the Service Delivery Christmas Hours and consider any actions and associated expenditure

The Services Committee noted the reduction in the Services provided over the Christmas period and that the Personnel Committee are to review the working hours to ensure sufficient cover is in place.

Tasks to be fulfilled:

- Public toilets to be opened, cleaned and replenished;
- All STC Building Assets and Sites to be checked, including the Pontoon, Parks and Cemeteries;
- STC Parks and Cemetery bins to be emptied, and the Sites litter picked;
- Checks to be carried out on all Christmas Lights and Trees;
- Empty black book box at the Library and transfer books to the internal crate;
- Final check and lock up all public toilets.

Staff have been consulted regarding the following working hours:

Friday 22nd December close at 12:30 – casual caretaker to lock toilets

Saturday 23rd December 08:15 – 12:15 and 13:45 to 17:15

Sunday 24th December 08:15 – 12:15 and 13:45 to 17:15

Monday 25th December 08:00 – 09:30 and 16:15 – 17:15 **(toilets to be opened, cleaned, and closed only)**

Tuesday 26th December 08:15 – 12:15 and 13:45 to 17:15

Wednesday 27th December 08:15 – 12:15 and 13:45 to 17:15

Thursday 28th December 08:15 – 12:15 and 13:45 to 17:15

Friday 29th December 08:15 – 12:15 and 13:45 to 17:15

Saturday 30th December 08:15 – 12:15 and 13:45 to 17:15

Sunday 31st December 08:15 – 12:15 and 13:45 to 17:15

Monday 1st January 08:15 – 12:15 and 13:45 to 17:15

Tuesday 2nd January – return to normal working hours

The above working hours may vary depending on a sub-contractor being in place to manage the operations of the public toilets.

**End of Report
Town Clerk/RFO**