



# Andover Town Council

To **note** the office Christmas closure dates.

Item  
No.  
**23**

**Produced for:** Full Council

**By:** Town Clerk.

**Date of Report:** 14 Nov 2023

## Background:

In previous years the Office has been closed to between Christmas and New Year.

## 2023 Christmas Office opening and Officer working dates:

Date	Office at Incuhive	Town Clerk	Deputy Town Clerk	Committee Officer	Allotment Officer	Admin Officer
Monday 18 <sup>th</sup>	closed	WFH	Annual leave	WFH	Annual leave	Annual leave
Tuesday 19 <sup>th</sup>	closed	WFH	Annual leave	WFH	Annual leave	WFH
Wednesday 20 <sup>th</sup>	closed	WFH	Annual leave	WFH	Annual leave	WFH
Thursday 21 <sup>st</sup>	closed	WFH	Annual leave	WFH	Annual leave	Annual leave
Friday 22 <sup>nd</sup>	closed	WFH	Annual leave	WFH		
Saturday 23 <sup>rd</sup>						
Sunday 24 <sup>th</sup>						
Monday 25 <sup>th</sup>	closed	BANK HOLIDAY				
Tuesday 26 <sup>th</sup>	closed	BANK HOLIDAY				
Wednesday 27 <sup>th</sup>	closed	WFH	Annual leave	Annual leave	Annual leave	Annual leave
Thursday 28 <sup>th</sup>	closed	WFH	Annual leave	Annual leave	Annual leave	Annual leave
Friday 29 <sup>th</sup>	closed	WFH	Annual leave	Annual leave		
Saturday 30 <sup>th</sup>						
Sunday 31 <sup>st</sup>						
Monday 1 <sup>st</sup>	closed	BANK HOLIDAY				
Tuesday 2 <sup>nd</sup>	open	In office	In office	In office	In office	In office

The Town Clerk will be on call over the Christmas holiday period for EMERGENCIES only.

Contact details will be circulated at the December Full Council meeting.