

BLYTH TOWN COUNCIL
FULL COUNCIL
Thursday 16 October 2025
Decision Report

Office Arrangements – Christmas 2025

Recommendation

It is recommended that the Council RESOLVE to approve closing the Offices and general services provided by staff, from 5pm on Tuesday 23 December 2025 until 9.00am on Monday 5 January 2026.

Ward

Not ward specific.

Risk Management

The general operational responsibilities of the Council, provided by Northumberland County Council for these days will be satisfied by the arrangements already in place. The specific responsibilities of weekly Play Area inspections will still be met by this Council.

Objective

To promote good governance of the Town Council by adopting transparent practices.

Report

The practice of the Council in previous years is to close the offices between Christmas Day and New Year's Day as well as looking at what days these fall on. To facilitate this, staff take annual/flexi leave.

This year Christmas Day falls on the Thursday and it is suggested that staff finish work on the Tuesday beforehand and return on the Monday after New Year's Day. The offices would therefore be "closed" from Tuesday 23 December 2025 at 5pm until 9.00 am on Monday 5 January 2026.

Malcolm Wilkinson

Town Clerk

6 October 2025