

BLYTH TOWN COUNCIL
FULL COUNCIL
Thursday 15 October 2026
Decision Report

Office Arrangements – Christmas 2026

Recommendation

It is recommended that the Council RESOLVE to approve closing the Offices and general services provided by staff, from 4.30pm on Friday 18 December 2026 until 9.00am on Monday 4 January 2027.

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 Friday and it is suggested that staff finish work on the Friday beforehand and return on the Monday after New Year's Day. The offices would therefore be "closed" from Friday 18 December 2026 at 4.30pm reopening on 9.00am on Monday 4 January 2027.

This would provide staff with an opportunity to have a well-deserved break over the Christmas and New Year period, recognising the hard work, commitment and dedication they demonstrate throughout the year.

Malcolm Wilkinson
Town Clerk
6 October 2026