

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



**COUNCIL
27th October 2025**

REPORT OF THE CLERK

1. CHRISTMAS CLOSURE AND WORKING ARRANGEMENTS

- 1.1 The purpose of this is to seek Council's approval for the upcoming Christmas and New Year period working arrangements. This includes closure dates, staffing expectations and annual leave requirements.
- 1.2 The Community Council offices will be closed for the festive period at the end of the working day on Monday 23rd December 2025. Normal Operations will resume on Monday 5th January 2026.
- 1.3 During this closure period a total of 3.5 working days fall on a standard working day not covered by public holidays. As a Result, all staff Members are required to allocate 3.5 days of annual leave to account for these non-working days.
- 1.4 Each staff member will be assigned one day to carry out spot checks across the Community Council's areas during this time.
- 1.5 The Clerk will work from home during this time to ensure the Budget process is in order ready for Member to consider when returning in the new year .

2. CONCLUSION

- 2.1 The planned closure provides staff the opportunity to enjoy a break over the festive season. Staff are aware of the required annual leave needed and are happy with the suggestion put to them.

3. RECOMMENDATIONS

- 3.1 Members views are sought in respect of the Christmas working arrangements

and if in agreement with the proposed closure dates approved that these be implemented.