

The Town Council office will be closed from 15.00 on Wednesday 23<sup>rd</sup> December to 9.00 Monday 4<sup>th</sup> January.

**Staff Christmas Leave**

Groundsman will be on leave from 23.12.20 – 4.1.21

Assistant Clerk will be on leave from 23.12.20 – 5.1.21

Casual litterpicker will cover the Groundsman's leave period working alternate days over the Christmas and New Year period.

The Town Clerk will be on leave from 24.12.20 – 4.1.21 but will provide limited emergency cover throughout the Christmas and New Year period.

The Town Clerk's office telephone number at home 01691 682683 (courtesy of Knockin Parish Council) will be listed on the office answerphone for emergency contact and funeral directors have been informed of these arrangements.