



HAILSHAM TOWN COUNCIL

COUNCIL PROJECTS AND ASSETS COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN of a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers, Market Square, Hailsham on

Monday 15th September 2014 at 7.30 p.m.

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Assembly, or ask questions on matters relevant to responsibilities under the direction of this Committee, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

1. **Apologies for Absence**
To receive apologies for absence of appointed members.
2. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
3. **Minutes of Previous Meeting**
 - 3.1 To note that the Minutes and Reports of the Meeting of the Council projects and Assets Committee (Ref: CPAC/14/2/1-12.2) held on 23rd June 2014 were confirmed as being a correct record and adopted by the Town Council at a meeting held on the 23rd July 2014.
 - 3.2 To consider any matters arising
4. **Media Relations Protocol and Media Communications Plan**
To consider recommending that the council adopt the amended Media Relations Protocol and the Media Communications plan for October to December 2014 (*reports to follow, author Terry Hall, Communications Officer*)
5. **Memorandum of Understanding with Environment Hailsham**
To consider recommending that the Town Council requests Environment Hailsham to agree to and sign the memorandum of Understanding with Environment

Hailsham as set out (*report to follow, author John Harrison, Town Clerk*)

6. **Office Christmas Opening Times**

To consider recommending to council the days and times that the Town Council offices will remain open during the Christmas Vacation period (*report to follow, author John Harrison, Town Clerk*).

7. **Community Self Serve Initiative**

To receive a verbal report from the Committee Chairman and Town Clerk on the County Council's Community Self-Serve initiative and to consider the appointment of a Working Group to deliver and manage the Community Interest Company Project

8. **Hailsham Works Project**

To receive a verbal report from the Committee Chairman on the Hailsham Works Project.

9. **Public Toilets Project**

To receive a verbal update and report from the Town Clerk on the Town Council's Public Toilet scheme in the 2 North Street building.

10. **Confidential Business**

To resolve that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts

11. **Cricket Pavilion**

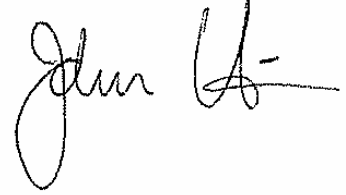
To receive a verbal update from the Town Clerk on the negotiations with the Hailsham Cricket Club to take over control via long-term lease, of Hailsham Cricket pavilion.

12. **Request to Sponsor a Town Council owned bench**

To consider a request from a commercial company to sponsor a town council owned bench (*report to follow, author Mickey Caira, Deputy Town Clerk & Business Enterprise Manager*)

13. **ESCC Website Redevelopment**

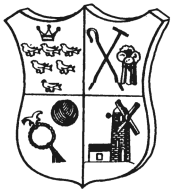
To consider recommending that the council provide funding for and commission the redevelopment of the council's website according to the project plan and quotation for works as received (*report to follow, author John Harrison, Town Clerk*).

A handwritten signature in black ink, appearing to read 'John H.', with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Committee Membership:

Councillor Mrs S.J. Bentley
Councillor W.A. Bentley (Chair)
Councillor N.A. Collinson
Councillor Mrs B. Holbrook
Councillor Ms A. O'Rawe
Councillor Mrs M. Rowe
Councillor S. Towner



HAILSHAM TOWN COUNCIL
COUNCIL PROJECTS AND ASSETS COMMITTEE

REPORT (Minutes)

of the meeting of the Council Projects and Assets Committee,
held at the Fleur de Lys Council Chambers, Market Street, Hailsham
On Monday 15th September 2014 at 7.30 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented.

- CPAC/14/3 /13 **Present:** Councillors Mrs S.J. Bentley, W.A. Bentley (Chairman), N. A. Collinson, Ms A. O'Rawe (Vice Chairman), Mrs B. Holbrook and Mrs M. Rowe
- 14 **Officers Present:** Mr. J. Harrison (Town Clerk), Mr. D. Saxby and T. Hall.
- 15 **Apologies For Absence:** None received.
- 16 **Declarations of Interest:** Councillor Mrs M. Rowe declared a personal interest in agenda item 4 – Memorandum of Understanding with Environment Hailsham as she is vice Chairman of that organisation.
- 16.1 Councillor W. Bentley declared personal interests in agenda items 7 – Community Self Service Initiative, 8 – Hailsham Works Project as he is an East Sussex County Councillor.
- 16.2 Councillor W. Bentley declared a prejudicial interest in agenda item 13 – ESCC Website Redevelopment as he is an East Sussex County Councillor and the County Council had provided a quotation for the Hailsham Town Council website.
- 17 **Minutes of Previous Meetings**
- 17.1 **RESOLVED** to note that the Minutes and Reports of the Meeting of the Council Projects and Assets Committee (Ref: CPAC/14/2/1-12.2) held on the 23rd June 2014 were confirmed as being a correct record and adopted by the Town Council at a meeting on the 23rd July 2014.
- 17.2 **Matters Arising**
- None.
- 18 **Media Relations Protocol and Media Communications Plan**

- 18.1 The Town Clerk said that the officer's report was an amended version of the protocol adopted by Council in April 2007. It seeks to clarify the way press releases are commissioned. There would be predicted events that would involve press releases being drafted and cleared by members and officers as at present, but with the new committee structure in place each committee would be responsible for their press releases.
- 18.2 **RESOLVED** to recommend that the new Media Relations Protocol is adopted as per the Officer's report circulated with the agenda and as Appendix CPAC/14/3/18A to these minutes; and that the Media Communications Plan will be piloted and developed over time. Cllr Bentley will provide a copy of the media tone report used by the County Council which may assist.
- 19 **Memorandum of Understanding with Environment Hailsham**
- 19.1 The Town Clerk referred members to the officer's report as circulated with the agenda and as Appendix CPAC/14/3/19A to these minutes. He explained that he had met with Councillor Grocock in his capacity as Chairman of Environment Hailsham who had advised of a number of amendments and indicated that the Executive Committee of Environment Hailsham would be meeting shortly and more amendments could be wanted.
- 19.2 **RESOLVED** to delegate the agreement of the Memorandum of Understanding with amendments identified at this meeting as a starting point to the Town Clerk.
- 20 **Office Christmas Opening Times**
- 20.1 The Town Clerk referred members to the officer's report circulated with the agenda and as Appendix CPAC/14/3/20A to these minutes.
- 20.2 **RESOLVED** to recommend that the Council close for the 2014/15 Christmas break as detailed in the officer's report circulated with the agenda and as Appendix CPAC/14/3/20A to these minutes This would involve the office being closed from lunchtime on Wednesday 24th December 2014 and re-open on Monday 5th January 2015. This would mean the office being closed for four non-Bank Holiday days with staff taking two days annual leave and two days being 'gifted' by the Council.
- 21 **Community Self Serve Initiative**
- 21.1 The Committee Chairman, Vice Chairman and Town Clerk reported their meeting the Head of East Sussex County Council's Highways Department.
- 21.2 A number of areas where the Initiative could work were identified; these included grass cutting, weeding Ditch and Drainage Clearance, local pothole repair response service and the installation of signage.
- 21.3

The next steps were a delegation comprising the Committee Chairman, Vice Chairman and the Town Clerk to visit Burgess Hill Town Council to investigate their 'model' and for the Town Clerk to begin discussing the project with other towns and parishes in the area to assess their interest in a joint venture to develop a Community Interest Company.

RESOLVED to note the verbal report made.

22 **Hailsham Works Project**

22.1 The Committee Chairman gave a verbal report on the current situation of the Hailsham Works Project.

22.2 There had been difficulties in respect of retaining managers of the project and coupled with staff illness had resulted in some problems in progressing the scheme.

22.3 A new manager was now in place and Councillor Bentley was more hopeful for the future.

22.4 The Graduation Day for the latest group of cohorts would be on Friday 3rd October 2014.

22.5 **RESOLVED** to note the verbal report given.

23 **Public Toilets Project**

23.1 The Town Clerk gave a verbal report on the outstanding issues in respect of the public toilets in 2 North Street. This centred around the final bill, the commissioning of a disabled door opening and closure device, signage to the public toilet, the Community Convenience scheme and vandalism to the toilets.

23.2 The final bill includes £179.50 for an additional damp proof course to the ramp. Members were insistent that Hailsham Town Council should not be liable for this as it was something that should have been installed at the time of the main works to the building.

23.3 Members were in agreement that £1,991 should be made available from the budget underspend to supply and fit an automatic door opener/closer to the existing entrance door to make use by disabled persons easier.

23.4 Agreement had been reached with the manager of the Quintin's car park to position signs pointing to the public toilets as long as they don't affect current signs. Ongoing discussions were taking place with Wealden District Council about the request for signs directing people to the public toilets.

23.5 Wealden District Council had responded to the request that the public toilets be made part of the Community Convenience Scheme by stating that at the moment

they are at the limit of the budgetary allowance for the Community Toilet Scheme in Hailsham and that additional expenditure will not be considered. Members were of the view that this was unacceptable as a senior officer at Wealden District Council had advised Hailsham Town Council to apply to be a member of the scheme.

23.6 The total cost of the vandalism that occurred to the public toilets that took place on 25th and 31st August was £213.00 which would come from the criminal damage budget.

23.7 The Committee Chairman had identified the need to replace the door threshold at the main entrance with a more robust material because of the potential long-term damage caused by the use of wheelchairs.

23.8 **RESOLVED** to recommend the solutions identified in the Town Clerk's report above.

24 **Confidential Business**

To resolve that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts

25 **Hailsham Cricket Pavilion**

26 **Request to Sponsor a Town Council Owned Bench**

27 **ESCC Website Redevelopment**

There being no other business, the meeting closed at 9.33pm.

Report to: Council Projects and Assets Committee

Date: 15th September 2014

By: John Harrison, Town Clerk

Title of report: Memorandum of Understanding with Environment Hailsham

PURPOSE:

To consider recommending that the Town Council requests Environment Hailsham to agree to and sign the memorandum of Understanding with Environment Hailsham as set out

DOCUMENT:

Memorandum of Understanding

Between:

Hailsham Town Council
Inglenook, Market Street, Hailsham, East Sussex, BN27 2AE
01323 841702, email john.harrison@hailsham-tc.gov.uk

And:

Environment Hailsham
Address
Contact Details

We, Hailsham Town Council and Environment Hailsham, have come together to collaborate and to make an agreement for a joint venture. The partners entering the Memorandum of Understanding have agreed to form a collaboration and so agree to the following articles and clauses:

1. Purpose and Scope

1.1 The purpose of this memorandum is to:

- Carefully set out the agreement which exists between Hailsham Town Council and Environment Hailsham in order to facilitate Environment Hailsham's fulfilling of its remit. This agreement is the basis for which the Town Council agreed to allow Hailsham in Bloom to become a charity and no longer a Town Council controlled or funded committee.

- Set out the scope of Environment Hailsham's activities within the parish of Hailsham which were previously undertaken, funded and resourced by the Hailsham Town Council Committee "Hailsham in Bloom", including council members and volunteers.

1.2 Environment Hailsham will continue to undertake all activities previously carried out by the Town Council committee 'Hailsham in Bloom'. This document sets out the agreed scope and limitations to these activities

1.3 In exchange, Hailsham Town Council will continue to allow Environment Hailsham access to all facilities and some of the support previously given to the Hailsham in Bloom Committee. This document sets out the agreed scope and limitations to this access and support.

2. Goals and Objectives

2.1 The goals and objectives of this joint venture are to ensure that those activities previously undertaken by the Hailsham Town Council Committee Hailsham in Bloom remain in place and implemented by the registered charity Hailsham in Bloom. These are to:

- I. Enhance the environment of the parish of Hailsham
- II. Promote the heritage of Hailsham
- III. Encourage community participation and civic pride
- IV. Encourage young people in the community to value their surroundings and contribute to their environment by participating in community projects
- V. Actively promote recycling both within Hailsham in Bloom projects and in the community
- VI. Coordinate the town's entry into the South & South East in Bloom regional competition.

3. Background

3.1 The Hailsham in Bloom committee was first appointed by Hailsham Town Council (as the South and South-East in Bloom Committee) in **YEAR??** The broader terms of reference and aims of the committee evolved between then and 2014 to those set out above.

3.2 During the 2013-2014 municipal year the committee expressed a desire to become a charity in its own right and no longer a Town Council appointed committee, with the aims of attracting greater public recognition, access to greater levels of funding and access to a greater number of volunteers, in order to facilitate improvements to its existing remit and to further develop its activities within those broader goals set out above.

3.3 A further aim was to allow the Town Council to make financial and resource savings in the longer term.

3.4 In September 2013 the Town Council agreed to this proposal and **RESOLVED**

to disband the Hailsham in Bloom Committee and support the change to charity status; and that a Service Level Agreement be set up with Environment Hailsham (formerly Hailsham in Bloom) and that it is given Preferred Provider Status for the town centre floral displays, and that the water bowser is given to the charity at no cost. (Minute ref HTC13/3/161.6)

3.5 The charity Environment Hailsham Officially came into existence in April 2014.

4. Roles and Responsibilities

4.1 Detailed point to point responsibilities of all the parties agreeing to this MoU:

4.2 Environment Hailsham

The Hailsham in Bloom volunteers will cease to function and transfer their time and activities to Environment Hailsham. The new group will continue to work on all projects carried out by Hailsham in Bloom to enhance the environmental quality of the Town. These include:

- I. Town centre floral displays twice per year (Spring/Summer and Autumn/Winter bedding & displays) including
- II. Hailsham War memorial
- III. St Mary's Church yard HTC owned flower beds
- IV. All other HTC owned flower beds and planters in and around the town centre
- V. Entry into the South and Southeast in Bloom competition
- VI. Maintenance of other projects including:
- VII. The Diamond Jubilee Garden and the
- VIII. Dennis King Memorial Orchard and Sensory Garden
- IX. Continuation of the 'Plot to Plate' scheme for the education of young people
- X. General environmental projects including Grey Water collection
- XI. Tree planting campaigns
- XII. Future projects that may come on line as the charity gains momentum and accesses new funding opportunities
- XIII. To participate in any council led initiatives within the scope of the charity's activities

4.3 It is anticipated that in the short-term at least, the licences for the cultivation of the areas owned by Hailsham Town Council will remain with the Town Council.

4.4 It is anticipated that the areas themselves mentioned above that are owned by the Town Council will remain in the ownership of the Town Council.

4.5 Hailsham Town Council

Environment Hailsham will gain continual access to the Groveland's Barn site, which is owned and operated by the Town Council. To Include exclusively:

- I. The existing poly tunnels and any agreed expansion of the poly tunnel facilities.
- II. The raised bed built for the purposes of the 'plot to plate' project
- III. The Groveland's site buildings, for the use of storage of equipment and any other objects, to an extent deemed reasonable and agreed between the Environment Hailsham Board and the Town Clerk.
- IV. The HTC owned lawn mower and strimmer stored on the Groveland's site
- V. The grey water collection facilities on the site
- VI. The portaloo (or any subsequently developed) toilet facilities on the site

4.6 Environment Hailsham will maintain a degree of responsibility for the development of the site and activities undertaken on the site, under the supervision of, agreement with and collaboration with the Town Council at all times. The Hailsham Town Council member of the Environment Hailsham board if/as appointed will be integral to this.

4.7 The Town Council has given the HTC water bowser to Environment Hailsham, to be maintained and stored at the Groveland's barn site.

4.8 Environment Hailsham will receive the continued support of Hailsham Town Council when entering council owned recreation areas into local and regional competitions (i.e. Sensory, diamond jubilee gardens and country park in to the South and southeast competitions).

4.9 This support is at a level to be agreed between Environment Hailsham and the Town Clerk (or delegated officers of the Town Council) and is subject to continual review and discussion on an ad-hoc basis dependent of resources available and the specific requirements for each individual occasion.

4.10 Environment Hailsham and the Town Council (via the Town Clerk and Chair of Finance or similarly appointed committee) will negotiate an annual fee for the use of the mains water at the Groveland's Barn poly tunnel site and the Town's Council's sensory garden. (Or we pay standing charge and they pay water bills)?

4.11 Hailsham Town Council will ensure that Environment Hailsham remains its 'preferred supplier' for the town centre floral displays and other activities which were previously undertaken by Hailsham in Bloom.

4.12 Exclusions

4.13 Environment Hailsham will not require access to the HTC controlled vehicles.

4.14 Environment Hailsham will not require access to any other part or area of Town Council owned facilities or properties, including the Grovelands Barn site, unless specifically negotiated and agreed with the Town Clerk (or delegated officers of the Town Council)

4.15 Support from the Town Council outdoor works team for Environment Hailsham's core activities will not be required or available. However, extra support may be available on occasion, in exceptional circumstances for projects which would affect Town Council owned property, through agreement with the Town Clerk.

4.16 Extensive administrative support, including the availability of a Clerk for Environment Hailsham committee meetings, will not be required or available. However, some limited administrative support may be available through prior arrangement with the Town Clerk, to an extent deemed reasonable by them.

5. Commencement and Operations

5.1 This agreement comes into affect from the beginning municipal year 2014-2015. The Town Council will not appoint a Hailsham in Bloom Committee for that Municipal year and henceforth while this agreement remains in place.

6. Governance Structure and Reporting

6.1 It is intended that the committee of Environment Hailsham shall be made up of:

- 1 Chairman
- 2 Vice Chairman
- 3 Treasurer

4 Secretary

6.2 The Town Council will be offered a seat on the charity's board to be occupied by a councillor nominated annually. However the failure of this position being filled will not stop the charity from functioning nor will it prevent the Town Council from determining the use of and access to its facilities within the scope of this agreement. (As the Hailsham Town Council Board member is an honorary position). This member of the board will have the same and full voting and other functional rights as any other member of the Environment Hailsham Board.

6.3 Environment Hailsham will liaise with and inform the Town Clerk of all and any activities that may affect Town Council owned facilities and properties. The appointed councillor will act as the key liaison point between Environment Hailsham, the Town Clerk and the Town Council.

7. Finance

7.1 Environment Hailsham funding

7.2 The Town Council resolution made in September 2013 (as above) was on the basis that the Town Council would 'top-up' the Environment Hailsham balance to £5000 in order to enable it to become a charity.

7.3 From thereon there will be no further allocation of budget to a "Hailsham in Bloom" committee for these activities (at the time of this agreement first being drawn up, the financial year 2013-2014, at £6000).

7.4 Environment Hailsham will therefore be dependent upon any other external sources of funding it may gain access to, such as grants etc

7.5 Environment Hailsham will be entitled to apply for the Town Council grants to external organisations in the same way as all other organisations.

7.6 Environment Hailsham's financial imperatives

7.7 Environment Hailsham will ensure its members and volunteers have the correct insurances, including public liability insurance, in place for all of its activities, including those where access to Hailsham Town Council owned properties or equipment is required.

7.8 Environment Hailsham will fully insure the Poly Tunnels, Water Bowser and the toilet at the Grovelands barn site.

7.9 The costs of any damage caused by Environment Hailsham members or volunteers to Town Council owned facilities, equipment or properties will be met by Environment Hailsham.

7.10 Hailsham Town Council's Financial Imperatives

7.11 The Town Council will continue to pay all business rates and to insure the Groveland's Barn Site and all of its properties and facilities as required, including those accessed by the Environment Hailsham members and volunteers. The costs of any damage caused by Environment Hailsham

members or volunteers to Town Council owned facilities, equipment or properties will be met by Environment Hailsham. (With the exception of the Poly Tunnels and water bowser on that site, the insurance for which will be the responsibility of Environment Hailsham).

7.12 The Town Council may, by means of formal resolution, opt to allocate budget to the improvement of any facilities that it owns, which could directly affect the activities of Environment Hailsham as a result at any point in the future.

7.13 Similarly, the Town Council may, by means of formal resolution, opt to make any changes deemed necessary to any facilities that it owns, which could directly affect the activities of Environment Hailsham as a result at any point in the future.

7.14 It has been confirmed, at the time of this agreement, with the rate-charging authority, that any rates payable by the Town Council for the use of the Groveland's Building would not be affected by allowing Environment Hailsham or any other third party access to the facility. The rates payable are for the use of the building itself, rather than adjoining land (provided the raised beds are not used to grow produce sold commercially).

7.15 Any additional rates or other costs to be paid on the Town Council's properties which are brought about as a result of change in activity implemented by Environment Hailsham, for e.g. (but not exclusively) .the commercial sale of produce, will be met by Environment Hailsham.

7.16 The Town Council will allow Environment Hailsham access to the Town Council's meeting rooms and the Town Council's minibus free of charge (not including fuel and other costs), specifically and exclusively when being used for purposes related to the South and South East in Bloom competition judging events etc. Although priority will always be given to Town Council specific requirements, it must always be to an extent deemed reasonable by the Town Clerk, and where the use is not considered to interfere with Town Council commercial or other activity.

7.17 The costs of any damage caused by Town Council members or employees to Environment Hailsham owned facilities, equipment or properties will be met by Hailsham Town Council.

8. Communication and Information Sharing

8.1 Environment Hailsham will provide regular communication and reports to the Town Council, via the Town Clerk, Town Council Meetings or any relevant committees appointed.

8.2 Reports on Environment Hailsham activities will be provided at least twice per year at agreed intervals. All other communication will take place on an open and mutual basis as and when required.

8.3 Environment Hailsham will provide the Town Council with any Annual Report that it produces

9. Conflict Resolution

9.1 Any disagreements which may occur between the Town Council (officers or members) and Environment Hailsham with regard to any aspects of this agreement will be managed and resolved via meetings between the Environment Hailsham Board and the Town Council's Parks, Open Spaces and Sport Committee (or other subsequently appointed committee with a relevant remit), or specific representatives appointed from each of those bodies for this specific purpose.

10. Review and Evaluation

10.1 This agreement will be reviewed, amended as seen appropriate and agreed by each party and re-signed on an annual basis.

11. Changeable Articles

11.1 Articles subject to negotiation, agreement and change at a later date or on an ongoing basis are as follows:

11.2 The annual fee for the use of the mains water at the Groveland's Barn poly tunnel site and the Town's Council's sensory garden, according to use.

11.3 The extent to which Environment Hailsham will be allowed access to Town Council meeting rooms and minibus free of charge.

11.4 The extent of any 'exceptional' support required by Environment Hailsham from the Town Council's resources, including administration or from the Town Council's Works Team.

11.5 The frequency, format and means of delivery of reports by Environment Hailsham to the Town Council on it's activities.

11.6 Any changes or development of the Town Council's facilities, equipment or property thereby enhancing Environment Hailsham capacity to deliver its objectives.

12. Authorization

This MOU is not a legal undertaking. The signatories will abide by the terms to reach the objective stated in the MoU, by striving to do their best.

Hailsham Town Council (X2 Officer, plus member))

Name _____

Title _____

Date_____

Name _____

Title _____

Date_____

Environment Hailsham (X2 Board members)

Name _____

Title _____

Date_____

Name _____

Title _____

Date_____

Report to: Council Projects and Assets Committee

Date: 15th September 2014

By: John Harrison, Town Clerk

Title of report: Office Christmas Opening Times

PURPOSE:

To consider recommending to council the days and times that the Town Council offices will remain open during the Christmas Vacation period

BACKGROUND:

The Staff Administration Panel agreed to the following recommendation regarding Christmas opening for 2013.

Monday	23-Dec	Open
Tuesday	24-Dec	Open - Finish at lunch
Wednesday	25-Dec	B/H
Thursday	26-Dec	B/H
Friday	27-Dec	Closed
Saturday	28-Dec	
Sunday	29-Dec	
Monday	30-Dec	Closed
Tuesday	31-Dec	Closed
Wednesday	01-Jan	B/H
Thursday	02-Jan	Closed
Friday	03-Jan	Closed

Therefore the office closed at lunch time on Christmas Eve and did not re-open until Monday 6th January. The panel recommended gifting the staff two days, so they would use up three days of annual leave. This was the same as the previous year with the exception that staff were generously 'gifted' an extra day.

2014 Christmas Break period

A similar arrangement as last year for 2014 would be as follows:

Friday	19 th Dec	Open
Saturday	20th Dec	
Sunday	21st Dec	
Monday	22 nd Dec	Open
Tuesday	23 rd Dec	Open
Wednesday	24 th Dec	Open – finish at lunchtime
Thursday	25 th Dec	B/H
Friday	26 th Dec	B/H
Saturday	27th Dec	
Sunday	28th Dec	
Monday	29 th Dec	Closed
Tuesday	30 th Dec	Closed
Wednesday	31 st Dec	Closed
Thursday	1 st Jan	B/H
Friday	2 nd Jan	Closed

This would involve the office being closed for four non-Bank Holiday days and re-opening on Monday 5th January 2015

Considerations

1. The committee is asked to consider whether it wishes the office to remain closed between Christmas Eve and the week of New Year's Eve as it has in previous years
2. The committee is asked to consider whether it wishes to 'gift' the staff any of the days when the office is closed, as it has in previous years, or expect the staff to use those days as annual leave (suggest gifting the staff two days and using two days as annual leave).