



PAPER C - VENTNOR TOWN COUNCIL OPENING HOURS – GENERAL

POLICY AND RESOURCES
COMMITTEE

PAPER C

11 NOVEMBER 2024

The purpose of this report is to recommend Members consider specifying the opening hours for the Ventnor Town Council Office at Salisbury Gardens.

1) Background

Ventnor Town Council does not advertise the opening hours of the office as Salisbury Gardens.

2) Proposal

- a) It is proposed that the Ventnor Town Council Offices are generally open to the public to visit during the following hours:
Monday – Thursday 10am until 3pm for visitors
Monday – Friday 9am until 4pm for phone calls
- b) The opening hours should be advertised both on the website and the front door of Salisbury Gardens.

3) Recommendation

It is recommended that members agree to:

- a) Specific opening hours for the Ventnor Town Council offices as follows:
Monday – Thursday 10am until 3pm for visitors
Monday – Friday 9am until 4pm for phone calls
- b) Advertise opening hours for Ventnor Town Council on the website and on the front door of Salisbury Gardens.