

MEMORANDUM 1

URGENT

To: All Security Staff
From: R Perkins
Date: 23 January 2017

OPENING HOURS

The following arrangements apply until further notice:

1. The centre will open each morning at 7.50am 'News and Views' opens at 8.00am; if it is late opening, please remain on duty in the shopping mall.
2. The centre will close at 6.30pm on Monday, Tuesday, Wednesday and Saturday nights.
3. The centre will close at 9.30pm on Thursday and Friday nights and on late shopping nights before Christmas.
4. Additional late shopping nights this Christmas have been agreed with the tenants as follows:
Monday 10 December
Tuesday 11 December
Wednesday 12 December
Monday 17 December
Tuesday 18 December
Wednesday 19 December

Please note that I shall be unable to attend our usual Monday morning meeting next week.

Copies to P Hynes
L Lynch
File.