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5 August 2021

Dear Councillor

**NOTICE OF INTENTION TO HOLD A CABINET MEETING (OR PARTS OF IT) IN PRIVATE**

Please find attached a notice which is in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer on 01304 872303 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink that reads "Rebecca". The signature is written in a cursive, flowing style.

Democratic and Corporate Services Manager

ENCL

1 **NOTICE OF INTENTION TO HOLD A CABINET MEETING (OR PARTS OF IT) IN PRIVATE** (Pages 2 - 3)