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Deadline(pubagenda)

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **COMMITTEENAME** will be held in the MeetingLocation at these Offices on MeetingDate at MeetingTime when the following business will be transacted.

Members of the public who require further information are asked to contact MeetingContact on CommitteeTel or by e-mail at [CommitteeEmail](#).

Yours sincerely

Chief Executive

CommitteeName Membership:

MembersExpectedCllrShortRolesRows

AGENDA

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from

our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact MeetingContact, MeetingContact_2, telephone: CommitteeTel or email: CommitteeEmail for details.

Large print copies of this agenda can be supplied on request.