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5 January 2024

Dear Councillor

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

Please find attached notification that part of the Cabinet meeting to be held on 5 February 2024 will be held in private, as required by 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 Democratic Services on 01304 872303 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in cursive script that reads "Kate Breezy - Smith". Below the signature is a short horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF EXEMPT CABINET MEETING** (Pages 2-3)