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**DOVER TOWN  
COUNCIL**  
**Cons No: UD 20/21 - 001**

# Memorandum

**To:** Councillor P Brivio - Chair of Civic & Special Projects Committee

**From:** Allison Burton - Town Clerk

**cc:** Tracey Hubbard - Customer Events Team Leader

**Date:** 18<sup>th</sup> May 2020

**Re:** **CANCELLATION OF CIVIC & SPECIAL PROJECTS COMMITTEE  
4<sup>TH</sup> JUNE 2020.**

You were consulted by me regarding the cancellation of the Civic & Special Projects Committee meeting due to be held at 6pm on 4<sup>th</sup> June 2020. Owing to the Government Advice on 23<sup>rd</sup> March 2020 and the extension to this advice from the 16<sup>th</sup> April 2020 and 11<sup>th</sup> May 2020, to reduce social interaction between people in order to reduce the transmission of coronavirus (COVID-19).

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of the Civic & Special Projects Committee, I have authorised the meeting to be cancelled.

This decision will be reported to the next meeting of the Civic & Special Project's Committee.

A handwritten signature in black ink, appearing to be 'AB', written over a dotted line.

Officer signature: