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**DOVER TOWN
COUNCIL**
Cons No: UD 20/21 – 012

Memorandum

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

From: Allison Burton – Town Clerk

cc: Tracey Hubbard – Customer Events Team Leader

Date: 21st August 2020

Re: **CANCELLATION OF CIVIC & SPECIAL PROJECTS COMMITTEE 27TH AUGUST 2020.**

You were consulted by me regarding the cancellation of the Civic & Special Projects Committee meeting due to be held at 6pm on 27th August 2020. Owing to the Government Advice on 23rd March 2020 and the extension to this advice from the 16th April 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 Projects Committee.

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

Officer signature.