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**Minutes of an extraordinary meeting of Caterham on the Hill Parish Council
held at 7.00pm on Monday 5th June 2023
at the Westway Community Centre, 25 Chaldon Road, Caterham**

Present: Cllr V Robinson (Chairperson), Cllr H Bilton, Cllr G Duck, Cllr M Grasso

In attendance: Mrs H Broughton (Clerk)

C 22/15	Apologies for absence Apologies for absence were received from Cllr C Botten.
C 22/16	Declarations of interest There were no declarations of interest arising from the agenda.
C 22/17	Public forum There were no members of the public present.
C 22/18	Polling Cards There was a deliberation regarding the advantages and disadvantages of producing polling cards for a By-Election in the Queens Park Ward, along with exploring different alternatives to inform residents. Concern was expressed regarding the expense associated with the by-election, estimated at approximately £5,000, which could potentially be allocated more effectively towards resident services. Nevertheless, it was acknowledged that the parish council had a responsibility to inform residents that a by-election was being held, and there was an anticipation that all eligible voters would receive a polling card for any elections. Expenditure of up to £4,000 on polling cards was unanimously approved and the budget would be amended accordingly.

The meeting closed at 7.20pm