**MINUTES OF THE EXTRAORDINARY MEETING**

of **Little Maplestead Parish Council Meeting**

held on **Tuesday 6th June 2023 at 7.00pm at**

**School Farm Cottage.**

**Present:** Cllr Crudgington, Cllr Holloway, Cllr Piper, Cllr Went

**In the Chair:** Cllr Piper

**Apologies:** Cllr Mullineaux

**Clerk:**  Mrs Paula Sillett

**1. Apologies and reasons for absence:** Cllr Mullineaux

**2.** **Declarations of Interest:** None.

**3. The following documents were submitted for consideration and approval**

The Annual Governance Statement – Approved / Website / Noticeboard

 The Accounting Statement – Approved / Website / Noticeboard

 The Certificate of Exemption – Approved / Website / Noticeboard

 Heelis & Lodge have conducted an internal audit

**4. Additional 2022/23 Audit Documents**

 The following documents were submitted and signed by the Chairman and Clerk and posted on the LMPC website:

 The 2022/23 Summary of Receipts and Payments - Approved

 The Bank Reconciliation - Approved

 The Asset Statement - Approved

 Heelis & Lodge internal audit - Approved

 VAT claim submitted for 2022/23

**5. Next Little Maplestead Parish Council Meeting**

 Tuesday 18th July 2023: 7pm at School Farm Cottage

SIGNED: ……………………………………………………………………… DATE: …………………………………….

 **CHAIRMAN: BILL PIPER**