



# **WOOTTON and EAST HUNSBURY PARISH COUNCIL**

**Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED  
Tel: 01604 705055 Fax: 01604 705777**

## **NOTICE OF MEETING OF THE WALK IN THE PARK COMMITTEE**

***I hereby give notice a meeting of the Walk in the Park Committee will be held at  
Wootton Community & Sports Centre, Curtlee Hill, Wootton, NN4 6ED  
on Tuesday 11th May 2010 at 19:00pm***

**Issued by Jayne Saunders**

**Thursday 6<sup>th</sup> May 2010**

### **1. Opening Procedures**

- a. To receive and approve apologies for absence
- b. Confirmation of [Minutes](#) from March's meeting
- c. Declarations of interest

### **2. Health & Safety – review our requirements**

### **3. NBC- discuss meeting with Matt Parsons**

### **4. Saturday Line up – agree final line up**

### **5. Bar – Best practice & set up**

### **6. Catering – agree on catering arrangements**

### **7. Infrastructure – agree infrastructure layout**

### **8. Programme – consider programme for event**

### **9. Ticket sales – increasing the promotion of ticket sales**

### **10. Charity stalls – discuss the H & S issues & value of participation**

### **11. Children's marquee – agree on the format, size and disciplines**

### **12. Schedule of works to complete – formulate and agree items for consideration, allocation of personnel and timescales**

### **13. Budget v actual**

### **14. Close meeting**

**Signed**

**Date 06.5.10**