



WOOTTON and EAST HUNSBURY PARISH COUNCIL

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

MINUTES OF MEETING FOR THE WALK IN THE PARK COMMITTEE

Monday 9th November 2009 at 19:00pm

In attendance: Stewart Bartley (Chair), Jonathan Nunn (Vice-Chair), Andre Gonzalez-De Savage, Kate Houlihan

1. Opening Procedures

- a. To receive and approve apologies for absence – Des Savage (illness)
- b. Confirmation of [Minutes](#) from 13th October 2009 – the minutes were reviewed and it was resolved to sign them as correct.
- c. Declarations of interest - none

- 2. Confirmation of the provisional budget and predicted cash flow forecast** – the provisional budget and predicted cash flow forecast were presented to the Committee. There are to be additional costs this year, predominantly for health and safety reasons. It was resolved to approve the figures presented (appendix 1). The contingency figures were queried as being low; it was advised that there were areas that could be cut back if necessary.

The Friday night headline act was discussed and it was resolved to appoint 'Complete Madness'.

It was resolved to ensure that purchase orders were raised for every transaction in advance. Advertising banners were to be displayed earlier in the year. Kate Houlihan is to attend a meeting to see if lottery funding can be obtained and Kate Houlihan has written to Cllr Phil Larratt regarding the empowering Councillors fund and is awaiting a response. Cllr. Gonzalez De Savage to chase. Assurances were given to the Committee that the burden on the precept, £20,000, will be closely monitored by the Event Director.

Cllr Bartley is creating an internal check list for security and health and safety.

- 3. 2009 Progress on account** – Figure were presented to the council. It was resolved to print off all transactions from Dec. 2008 to end October and send to Cllr Bartley to ensure all debits and credits had been captured.
It was resolved to carry out a stock take before and after the event to ensure stock purchases are reported correctly for the event.
- 4. Bank Account – progress on setting up** – A discussion was held about the need for a separate bank account. It was resolved to use the cost centre headings provided by the Advantage Edge system to provide the committee with weekly figures, though the committee reserves the right to review the requirement of a separate bank account, as resolved by the Full Parish Council 16.9.09/4. The reserve figure and budget of £20k would be added to the cost centre and Cllr Bartley will come into the office to finalise budget headings and see the finance system working.
- 5. Ticket price proposals** - the proposed pricing of £4 per child £7.50 per adult and £20 per family (2x2) for early bird prices and £6 per child, £10 per adult and £25 per family for standard ticket purchases where made. It was resolved to approve these prices. On the gate prices to be determined nearer the time. Parish clerk to determine whether VAT is payable on ticket sales and also the number of people we can have on the field at one time. Aviva and The Purple Guide – ‘The Event Safety Guide’ to be consulted.
- 6. Early bird discounts** – Those people who purchased a ticket for 2009 will be offered tickets for 2010 at the early bird 2009 prices. The offer will run through December 09. Attendees are to be encourage to use paypal
- 7. Presentation of cheque to Air Ambulance** – It was resolved to obtain a large laminated cheque and involve the Chronicle and Echo in taking a photograph to be placed on the website. Cllr Nunn to speak to James about cheque.