



# **WOOTTON and EAST HUNSBURY PARISH COUNCIL**

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

## **MINUTES FOR 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 8<sup>th</sup> December 2009 at 19:00pm*

**Issued by Jayne Saunders**

**Wednesday 2<sup>nd</sup> December 2009**

### **1. Opening Procedures**

- a. To receive and approve apologies for absence - Des Savage illness
- b. Confirmation of [Minutes](#) from 10<sup>th</sup> November 2009 – (minute reference to be added ref. bank account) It was resolved to sign the minutes as correct.
- c. Declarations of interest - none

**2. Approval of stage quote** - 4 quotes were reviewed – it was resolved to purchase the stage from Centre Stage at the cost of £7,000.

**3. 2009 Actual costs** – Costs to be moved to the Youth Team cost centre – Non stop productions , face painting and tee shirts. Pop Management invoice (VAT) and bar takings formula to be reviewed.

**4. Order Process and implementation** – SB to meet with JS to formalise procedures for administration and production of purchase orders. JS to ensure Aviva have events listed in insurance.

**5. Health and Safety – Procedures and Policies** – It resolved to outsource and independent expert for all health and safety and risk assessment requirements.

**6. Early bird Ticket Sales- competition/prize draws** – All tickets to be purchased through the Walk in the Park website. Sponsorship to be decided.

**7. Funding opportunities** – a meeting has been held with the Lottery – Kate and Jenny are preparing an application. WNDC and Awards for all to be approached.

Meeting closed 9.20pm – next meeting 12<sup>th</sup> January 2010