



WOOTTON & EAST HUNSBURY

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 OF WALK IN THE PARK COMMITTEE

on

Tuesday February 9th at 19:00pm

Present: Cllr S Bartley, (Chair), Cllr J Nunn, K Houlihan

1. Opening Procedures

- a. To receive and approve apologies for absence –
NONE RECEIVED
- b. Confirmation of [Minutes](#) from 8th December 2009
The minutes from the meeting in December were reviewed and it was resolved to sign them as a true record.
- c. Declarations of interest.
NONE RECEIVED

2. Health and Safety Consultant

As the event has grown it was felt that it would be of benefit to ask a Health and Safety consultant to review all existing Health and Safety Procedures. This may be tied in with a review of Health and Safety for the Parish Council as a whole.

It was resolved that the Parish Council would be asked to consider appointing a Health and safety consultant. Quotes would be obtained and presented to council.

3. Budget Update – Cllr Bartley gave an update on the revised budget, which showed cost savings in a number of areas.

It was resolved to note the report.

4. Approval for Bootleg Blondie Tribute Band

It was resolved to approve the appointment of Bootleg Blondie as a performer for the 2010 event, the cost being £700.

5. WNDC Funding Bid

It was agreed that the cost of purchasing the stage canopy at £70k + was prohibitive and that the committee would not be able to gain grant funding for this. Consideration was given to other capital items that could be purchased.

It was resolved that a funding bid would be put to the WNDC for the purchase of 2 second hand marquees.

6. Alcohol Policy

Consideration was given to having a policy of not allowing alcohol to be brought onto site during the event. This was to avoid underage drinking on the recreation ground and also to stop glass being bought onto site.

Following discussion it was felt that as this was a community event we did not want to restrict people from bringing their own food and drink however; **It was resolved** that no one under the age of 18 would be allowed to bring alcohol onto site. No glass bottles were to be allowed on site. Notices would be put on the website and a letter would be sent out with tickets to this effect.

7. Promotional Banners – Cllr Bartley and J McGlade had reviewed the possible locations for banners and

It was resolved to purchase 26m of banners at a cost of no more than £26 per metre, this was subject to 3 comparable quotes being obtained.

8. Children's Marquee.

Consideration was given to the report supplied by k Houlihan.

It was resolved that:

- the committee approve the format for the children's area at Walk in the Park 2010
- the committee approve the booking of Sarah Chard for the circus skills area
- the committee agree that the drum and percussion workshop be booked subject to costs being £300 or less.
- The committee agreed that 3 mini-rides could be booked provided that 3 quotes were obtained and that costs were £1,800 or less.

9. Freedom of Information / Data Protection –

Consideration was given to the requirements of the data protection act and what steps needed to be taken to comply with the data protection act when marketing the event.

Consideration was given to the freedom of information act and the requirements of this on the committee.

It was resolved that the matter needed to be researched further and would be reported on at the next meeting.

10. Computer and remote access

A discussion was held about the possibility of purchasing a computer and remote access software, so that all Walk in the Park documentation could be stored centrally. The data and documentation would then still be accessible to members of the committee and working party. Consideration was given to buying either a computer or possibly a hard drive. It was noted that there was no budget for this expenditure.

It was resolved that the Parish Councils IT "consultant" would be contacted and his advice would be sought.