

Notice of a meeting

Steering Group for the Porlock High Street Support Group

There will be a remote, virtual Meeting via Zoom
at 7pm Wednesday 27th January 2021

This meeting will be recorded live and published on the Porlock Parish Council website at www.porlockparishcouncil.org/phssg

Please would anyone wishing to attend this meeting let the Group Administrator, Lesley Thornton, know by email to porlockhssg@gmail.com so she can assist with any technical issues before or on the night.

Steering group : Duncan McCanlis (PPC Councillor) who will host the Zoom meeting, Will Rayner (PPC Councillor & Porlock High Street Trader), Stuart Weaver (High Street Trader), Lesley Thornton (High Street Trader and appointed Administrator for PHSSG and meeting minutes taker).

We are committed to an open process with the aim of generating the best plan possible to spend the Porlock High Street Recovery Fund - a significant sum of money.

Our way of working is for all present to listen, consider, be prepared to have our minds changed and, when disputes arise, to ask ourselves 'What is best for Porlock'.

Attendees are reminded that the meeting will be recorded and published. The Host may decide to mute or turn off the video of any attendee if their conduct is inappropriate. If, at any time during the meeting, the Host feels that the behaviour or language of attendees is compromising the meeting, he may decide to end the meeting immediately.

AGENDA

1. Introduction and Brief history

2. Public Participation

This section provides an opportunity for members of the public to participate by asking questions, raising concerns or providing comments on matters regarding the Porlock High Street Recovery Fund and/or the Porlock High Street Support Group. Please contact the Administrator, Lesley Thornton, by email to porlockhssg@gmail.com if you have specific questions that she may be able to answer in advance of the meeting, or if you wish her to read out your comments at the meeting. The Host, Duncan McCanlis, will ask speakers to raise their hand on screen if they wish to speak.

There may be a short break here before the more formal proceedings of the Meeting commence to form the PHSSG. Any decisions taken regarding the Indicative Plan and delivery of the Interventions – how the fund is spent – will be decided by a majority vote of the formed PHSSG going forward.

- 3. The Administrator will record the names of all who are currently still present at the meeting. Those still present will remain in the meeting for the remaining items and will each have a vote. For fairness, we would ask that only one person votes on behalf of a business or household.**
- 4. Discuss and APPROVE a proposal to form a PHSSG of about 7 Members, made up of High Street Traders and PPC Councillors with a majority of Traders, up to a maximum of 10 Members in total for the PHSSG as a whole (See Item 5. below as well)**
The purpose of this item is to decide the broad trader-based make-up of the PHSSG Committee.
- 5. Discuss and APPROVE a proposal to co-opt Members to the group from other local organisations up to a maximum of 10 Members in total for the PHSSG.**
The purpose of this item is to allow other local organisations to be represented on the PHSSG. However, they can be co-opted on at a future meeting.
- 6. Nomination and vote to elect each member to the PHSSG**
Each nominee will require a proposer and a seconder and the decision will be by majority vote of those present at the meeting (see item 3) allowing for discussion regarding a nomination if necessary. In the event of no majority, the Host, Cllr McCanlis, will have a deciding vote.
 - i. First PPC Councillor nomination**
 - ii. Second PPC Councillor nomination**
 - iii. Third PPC Councillor nomination (if necessary)**
 - iv. First Trader nomination**
 - v. Second Trader nomination**
 - vi. Third Trader nomination**
 - vii. Fourth Trader nomination**
 - viii. Fifth Trader nomination (if necessary)**
 - ix. Co-option of local organisation Members**
- 7. Discussion, Nomination and vote to elect a Chair of the PHSSG from the elected Members (item 6)**
- 8. To discuss draft Questionnaire to be distributed as soon as possible**
- 9. To discuss a Proposal to set aside a small part of the Fund to cover expenses for printing, phone calls, software, etc.**
- 10. To discuss the formation of a Traders of Porlock group**