

## Porlock High Street Support Group

### MINUTES

HELD ON MONDAY 8<sup>th</sup> MARCH 2021 AT 7.00 PM

Remote Virtual Meeting via Zoom

*The Meeting was digitally recorded and is available at*

*<https://porlockparishcouncil.org/phssg/>*

**Group Members Present:** Cllr D McCanlis (Porlock Parish Council and PHSSG Chair)  
Cllr W Rayner (Porlock Parish Council)  
M & D Hawtin (Porlock High Street Trader representing Melody Art)  
D Thornton (Porlock High Street Trader representing The Bagatelle)  
R White (Porlock High Street Trader representing Churchgate Gallery)  
A Lovell & T Davies (Porlock High Street Traders representing Bramdowns)  
S Shorten (Representing Stacked Wonky)  
L Thornton (PHSSG Administrator and Minute Taker)

**Members of the public present:**

Mel Tesouro (Stacked Wonky)  
Nora Maw (Resident and Recreation Ground representative)

**1. APOLOGIES**

None, all present.

**2. DECLARATIONS OF INTEREST AND DISCLOSABLE PECUNIARY INTEREST DISPENSATION**

No declarations made.

**3. TO RECEIVE ANY COMMUNICATION OR ANNOUNCEMENTS FROM THE CHAIR**

Lesley Thornton confirmed she continues to receive ideas from members of the public and was distributing these to the Project Groups via the shared PHSSG Drive

Duncan McCanlis confirmed that there is a PPC meeting on Wednesday 10<sup>th</sup> March and the Agenda will include a motion to set aside a budget to maintain our projects going forward. This may change what we can or cannot do.

**4. TO APPROVE THE DRAFT MINUTES 26.02.21**

Duncan McCanlis asked if anyone else had read the minutes and if there were any questions or suggested changes. Melody had read them, the rest trusting Lesley's work.

*Duncan McCanlis proposed that the draft minutes 26.02.21 are approved, Seconded by Melody Hawtin, unanimously agreed.*

**5. PUBLIC PARTICIPATION**

Duncan McCanlis noted that two Members of the Public were attending the meeting, and confirmed they were free to ask to speak during the meeting by raising their hand.

**6. TO DISCUSS AND APPROVE PROJECT GROUP PROCESS**

Duncan McCanlis asked if anyone had any questions about the process explaining that this was a working document to be refined as we went forward.

*Melody Hawtin proposed to approve the Project Group Process, Seconded by Tim Davies, unanimously agreed.*

**7. TO DISCUSS AND APPROVE PURCHASING CHECKLIST**

Duncan McCanlis explained he had shared this document and the Project Group Process with SW&T, who had particularly liked the Purchasing Checklist which they wished to share with other Fund holders as an example of excellence.

*Will Rayner proposed to approve the Purchasing Checklist, Seconded by Dave Thornton, unanimously agreed.*

Duncan McCanlis confirmed that Lesley Thornton and Debbie, the PPC Clerk, have worked out a payment process. Duncan McCanlis reiterated that under no circumstances should Members buy anything with their own money or credit card – all purchases had to go through the proper process with payments being made by PPC from the Funds held in their account on the Group's behalf.

**8. TO DISCUSS COLLABORATIVE WORKING**

Lesley Thornton explained everyone was now set up to use the shared Google Drive and this was working well. She added that her and Duncan felt it was important to be careful about editing live documents as the auditing trail was difficult to control. Duncan McCanlis confirmed that only the holders of each Project Group should be Editor with everyone else being Commenters or Viewers.

Lesley Thornton suggested that the Group needs a moderated Facebook page to help communication with the public. Sarah Shorten agreed, explaining that this was a good way to engage with the 84 responders and the greater public. We could use the platform to ask for volunteers. Sarah added that the Facebook page would require active moderation. Mel offered to help Lesley with this.

David Hawtin felt the Facebook page could be an advance to marketing. It was discussed whether the Facebook page should be an open page. It was agreed to have an open page, alert the 84 responders and have postings through the moderator.

Mel and Lesley agreed to set up the page for the Group to review, to be approved by an email vote.

**9. TO DISCUSS TIMESCALES**

It was agreed to discuss this item with item 11.

**10. TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP:**

- **Appearance & Functionality of the High Street**

Lesley Thornton shared her screen to show the completed Purchasing Checklist for the Church Flowers Project. Melody Hawtin explained the ideas behind the project. Tim Davies suggested more compost may

be needed if there was not enough topsoil left after the removal of the turf. Lesley explained the flowers would be low growing and any posters on the railings would need to be higher up so they did not obscure the flowers. It was confirmed that PPC own the railings and maintain the grounds with Alan Binding doing the grass cutting. It was agreed that approval from PPC was needed and drawings would need to be submitted.

***Rachael White proposed to approve the Church Flowers proposal subject to approval by PPC, Seconded by Jane Dyer, unanimously agreed.***

- **Outdoor Seating Areas**

Duncan McCanlis explained he had walked round with Lesley Thornton and Tim Davies, considering where to put seating. Duncan to report.

- **Promotion & Publicity**

Rachael thanked everyone for their input in forming the 5 tenets which would make up the guiding references to work with. Sarah Shorten asked if we could look at them and agree them. Lesley Thornton shared the screen to display the tenets. Duncan McCanlis suggested they could be changed but should make up the essence of what the Group does.

It was generally felt that reference to the National Park should be added.

The tenets will be formally endorsed at the next meeting.

- **Signage**

Will Rayner, Dave Thornton, Duncan McCanlis and David Hancock had met via Zoom and were meeting on Friday to walk through the Village looking at signage with a view to prioritisation. Dave Thornton to report.

- **Village Events & Activities**

Sarah Shorten has met with David Hawtin and Jane Dyer has input ideas. A document summarising their thoughts has been shared on the Drive in the E&A Project Group folder.

Sarah Shorten asked for information of any events people become aware of. David Hawtin has spoken with Deborah Stanyon, the Visitor Centre Manager, and will discuss events with her.

Nora Maw confirmed no decision had yet been made by the Recreation Ground Committee regarding the Country Fair but they were meeting next Tuesday and may be able to make a decision then.

- **Porlock Traders Group**

Duncan McCanlis asked who was holding this Project Group. Rachael White and Anita Lovell said they would exchange emails to discuss

- **Admin**

Lesley Thornton, Administrator, confirmed she had purchased a Zoom account for the Group to use.

## 9. TO DISCUSS TIMESCALES

(Discussed before Item 11.)

Tim Davies asked what timescale we were working to, whether to the end of lockdown in June to start projects or earlier.

It was agreed that some projects may have to wait until lockdown, like Events and Activities, but others, like planting. Commissioning benches, signs, etc., could go ahead immediately. Will Rayner suggested visitors may start to arrive in April. Tim Davies asked if we should concentrate on any particular projects as more important or more urgent. Anita Lovell felt outdoor seating needed to be in place by May. Signage, especially for parking, was seen as urgent or visitors would drive through without stopping.

Duncan McCanlis confirmed the following Members as leading/holding and responsible for the following Project Groups:

- Appearance & Functionality of the High Street (A&F) – Lesley Thornton
- Outdoor Seating – Duncan McCanlis
- Promotion & Publicity (P&P) – Will Rayner
- Signage – Dave Thornton
- Events & Activities (E&A) – Sarah Shorten
- Traders Group (TOP) – Anita Lovell or Rachael White (to be advised)

#### **11. TO DISCUSS THE NEED TO UPDATE PROJECT GROUP DOCUMENT WITH CURRENT ACTIONS BETWEEN MEETINGS**

Lesley Thornton explained that she felt the Project Groups needed to think about and record the tasks that they were trying to achieve between meetings to keep them on track. As tasks were completed, they could be ticked off and others added. She suggested that there may be a better way of recording this than she has currently provided.

Sarah Shorten added that we needed a shorthand way of recording/reporting what Project Groups were doing between meetings and a way of sharing what was happening as some actions may affect other Project Groups. Mel offered to help Lesley devise a good way of doing this.

Duncan McCanlis advised that it should be the responsibility of the Project Group holder to update this information for internal use, adding that Lesley, as Administrator, was keeping a timeline of events for the PHSSG as a whole which was also for external use.

It was reiterated that any new ideas coming forward should be dropped into the relevant PG folder to be shared with everyone.

The need to gather feedback was discussed and a card for visitors/shoppers to fill in could be designed and distributed. Melody Hawtin advised the Old Ship Aground had a very good example of one of these cards.

Will Rayner added that Traders would have lots of feedback of past years' experience and the Traders Group, once set up, could help in gathering/recording this.

#### **12. DATE OF NEXT MEETING**

Lesley Thornton suggested meeting should be at 2 weeks intervals at least.

It was agreed to hold the next PHSSG Zoom meeting on Monday 22<sup>nd</sup> March at 7pm.

Duncan McCanlis confirmed that to discuss and approve any proposal from any project group, that proposal would be have to be included on the Agenda. He also asked for brief updates from the Project Group leads to be included on each Agenda.

To approve the 5 tenets will also be added to the next Agenda

The meeting ended at 8.26pm