

Porlock High Street Support Group

MINUTES

HELD ON MONDAY 22nd 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)
T Davies (Porlock High Street Traders representing Bramdowns)
J Dyer (Porlock High Street Traders representing Jana Henrie)
D Hawtin (Porlock High Street Trader representing Melody Art)
S Shorten (Representing Stached Wonky)
D Thornton (Porlock High Street Trader representing The Bagatelle)
R White (Porlock High Street Trader representing Churchgate Gallery)
L Thornton (PHSSG Administrator and Minute Taker)

Members of Public Present: David Hancock
Keith Mansell
Mel Tesouro Willmott
John Hill (arrived after meeting started)

1. APOLOGIES

None, all Members 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 had not received any specific communications to report to the meeting.

Duncan McCanlis confirmed that the first project was underway with the floral display at the Church.

David Hawtin asked about the unsafe gravestones he had heard about. Lesley Thornton explained she had been told about needing to take care near the cross but that any concerns should be taken up with PPC and were not a matter for the PHSSG.

4. TO DISCUSS & APPROVE THE DRAFT MINUTES 8.03.21

Duncan McCanlis confirmed he had read the minutes and had made some comments.

Sarah Shorten proposed that the draft minutes 8.03.21 are approved, Seconded by Tim Davies, unanimously agreed.

5. PUBLIC PARTICIPATION

Duncan McCanlis welcomed David Hancock, Keith Mansell and Mel Tesouro.

6. TO CONSIDER & APPROVE THE CO-OPTION OF MELANIE TESOURO WILLMOTT AS A MEMBER OF THE PHSSG

Duncan McCanlis asked if everyone had seen Mel's request to join. Lesley Thornton confirmed that as Mel and Sarah Shorten would both be representing the same business, Stacked Wonky, they would only have one vote between them.

Duncan McCanlis proposed that Mel Tesouro Willmott, representing Stacked Wonky, be co-opted onto the PHSSG, Seconded by Will Rayner, unanimously agreed.

John Hill joined the meeting, explaining that he represented the Drama Group and was just here to listen.

7. TO DISCUSS AND APPROVE THE 5 TENETS AND HOW THESE INFORM THE PROJECTS OF EACH PG

Lesley Thornton as Lead of the A&F Project Group said they had found the tenets very useful, explaining how they related to the types of flowers to be used, the materials for the planters, etc. and how they might rule out some ideas and kept ideas more focused.

Rachael White proposed to approve the 5 tenets, Seconded by Jane Dyer, unanimously agreed.

8. TO RECEIVE A REPORT FROM EACH PROJECT GROUP LEAD

- **Outdoor Seating PG**

Duncan McCanlis explained he had written a report which was shared on the Group Drive but no decisions had yet been taken and the PG was still discussing. Duncan listed the possible places for seats and picnic tables. Keith Mansell explained he lived in the Tannery overlooking the Central car park and was concerned that that was a location being considered for seating. Duncan McCanlis asked if they could discuss the matter after the meeting.

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

Lesley Thornton confirmed that the first project was underway and this was proving to be a very good PR exercise as so many people were seeing and talking about the activity at the Church and this allowed a conversation about the Fund and what the PHSSG was doing in general. She thanked Melody Hawtin, who had proposed this project, for all her hard work getting it underway. Lesley explained that this was becoming a Community project with people donating plants and she was arranging with Ann Spence to involve the children in planting bulbs in flower – these were a bit more expensive to buy but gave the children instant impact. She added that the A&F PG was pressing on with more projects as she felt people would welcome seeing things happening on the High Street.

- **Promotion & Publicity PG**

Will Rayner explained that they were combining the Traders Group with the P&P PG, until a strategy had been agreed and a website created to represent the High Street businesses. For instance, the PG needs to agree on a name and this is dependent on the strategy adopted. He suggested the PG could offer help with Social Media to High Street Traders and improving their Google presence, but were still formulating plans.

- **Porlock Traders Group**

Rachael White explained they would need to wait until businesses were open so they could speak to Traders and confirmed that they would include the Porlock Weir businesses.

- **Signage PG**

David Thornton explained that the PG had had a walk through the Village looking at signs to remove, move or change. He added that he had published his reports on the shared Drive and intended to treat each location for signs as a separate intervention, prioritising them as necessary, rather than trying to do everything at once and open up on too many fronts. It would also be necessary to liaise with other PGs. The Signage PG would next have a decision-making meeting to agree which project to start and to agree a budget for each intervention to provide a ballpark figure for an overall budget for Signage.

- **Events & Activities**

The Administrator's computer had crashed so she was unable to share her screen to display Sarah Shorten's report. Sarah, therefore, presented the report verbally, explaining the Three Focus Areas: Pre-existing events as communicated to them by other organisations; Walking Trails focused on the High Street, using leaflets, audio and podcasts; Pop-up Saturdays, easy to organise activities and small actions to remain flexible. Sarah also asked the Signage PG to share with the E&A PG to help connect the High Street to other places where events were happening, explaining she had shared some ideas on the Group Drive.

Sarah Shorten explained that the events should be marketed as coming 'from the High Street' as a 'gift' to the locals/visitors/tourists, emphasising the need to link up with the P&P PG to advertise these.

- **Admin**

Lesley Thornton explained she had purchased a new microphone as Members were having difficulty hearing her at Zoom meetings. The cost of this would be claimed as an under £15 admin purchase. She also confirmed that she was now being paid 5 hours a week as Administrator for the Group. Duncan McCanlis confirmed that a letter of Agreement between the PHSSG and Lesley Thornton had been signed by her and Malcolm McCoy as Chair of PPC, and this had been seen and approved by SW&T.

9. TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP:

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

Lesley Thornton shared her screen to show the documents for three proposals: the purchase of two portable water bowsers and equipment to allow for the watering of the plants in the floral displays in the High Street; a budget to pay someone to carry out the watering and maintenance of these floral displays for 2021; to purchase 12 x 2ft wooden half-barrel planters, peat-free compost, organic feed and plants. She explained the locations intended for the barrel planters including a statement group in front of the Village Hall which are visible when entering Porlock from the Porlock Hill end.

Will Rayner questioned the delivery cost of the two bowsers. Lesley explained that, whilst they would be purchased from Tanks Direct in Minehead, delivery was made from Wyvale Plastics in Crewkerne. She added that only one delivery fee would be paid if they bought both bowsers at the same time.

David Hancock commented that he might be able to get funding for one of the bowsers. Duncan McCanlis was worried about any delay this alternative funding option might cause.

As it was agreed that these three proposals were linked and interdependent, they should be approved together.

Tim Davies proposed the purchase of the two water bowsers, seconded by Jane Dyer, Rachael proposed to approve the budget for someone to water and maintain the floral displays for 2021, seconded by Will Rayner, and David Thornton proposed to approve the barrel planter project, seconded by Rachael. All three projects were unanimously agreed.

Lesley Thornton confirmed that no other Project Group had a proposal to put forward at this meeting.

10. TO DISCUSS AND REVIEW THE USE OF THE GOOGLE DRIVE

Lesley Thornton confirmed she had emailed the Group detailed advice/instructions for using the shared Google Drive and had not had any requests for support since then. Duncan McCanlis said he had found the information very helpful. Lesley reiterated that she was happy to help anyone who was still experiencing difficulties and it was agreed to continue with this method of sharing information.

11. TO DISCUSS AND APPROVE SET-UP FOR GROUP FACEBOOK PAGE

Lesley Thornton explained that she and Melanie Tesouro Willmott had set up the PHSSG Facebook page. Mel shared her screen to show the Facebook page. She explained that they had set up rules for use, and that they would post-moderate, encouraging everyone to post, as pre-moderation could delay post appearing. Lesley explained, once the Group had joined and viewed the rules, etc. she would email invites to the PHSSG email list (includes those responding to our questionnaire) to join. Everyone was encouraged to push this out to the community. It was agreed that the 5 tenets should be published on the page.

12. TO DISCUSS AND APPROVE PROCESS TO UPDATE PROJECT GROUP DOCUMENT WITH CURRENT ACTIONS BETWEEN MEETINGS

Lesley Thornton explained that Mel Tesouro Willmott had created a document to be used by each project group as a tracker. Mel shared her screen to show and explain how the document was intended to be used to easily track the progress of each of the Project Groups to help keep projects on course.

13. TO REVIEW BUDGETS NOT YET SET

Lesley Thornton reminded Members that when the budgets for the four Project Groups Outdoor Seating, Promotion & Publicity, Events & Activities and the Traders Group were amalgamated into one budget of £12,000 on the Indicative Plan, it was understood this was to allow these Project Groups time to get pricings, etc. to inform individual PG budgets. Lesley added that at some point, the Group would have to agree how the £12,000 might be divided. Lesley suggested this should be coordinated and done at the same time, so the last PG to ask for a budget was not left with less than they needed/wanted.

Lesley Thornton also explained that she needed to provide budgets to PPC so she could dovetail with their accounts system, adding that the PPC accounts ran from 1st April so these ballpark figures would be needed urgently. She added that money could still be moved between budgets at a later date, if required.

It was suggested the Actions Tracker updates could be used to inform each other's proposed projects, budgets and spends.

Will Rayner asked if three quotes were needed if a spend was over £2,500. This was confirmed by Duncan McCanlis who added that smaller amounts could be itemised on a Purchasing Checklist to be approved at a PHSSG meeting and that contracts to pay someone for work, needed the proper paperwork in place.

14. TO RECEIVE A REPORT FROM THE ADMINISTRATOR REGARDING PAYMENT OF INVOICES/PROFORMAS BY PPC

Lesley Thornton apologised that she had not sent this out to the Group prior to the meeting explaining that her and Duncan McCanlis had worked together to formulate the process, following her discussions with the PPC Clerk. Lesley added that she had hoped to screenshare the document from the shared Drive online at the meeting but the technical issues she was experiencing were not allowing her to do that. She gave a verbal account and confirmed she would circulate the report after the meeting. In summary, the process re-iterated that all purchases needed an invoice, proforma or purchase order to be submitted to PHSSG

Admin. Lesley Thornton would then process these with the correct covering paperwork and account codes to pass to PPC for the Clerk to pay using online banking. Duncan McCanlis re-affirmed that no-one was to send invoices, etc. into PPC directly for payment and no-one was to use their own money to pay for anything, as we may not be able to reimburse them.

15. DATE OF NEXT MEETING AND SUGGESTED AGENDA ITEMS

David Hawtin asked why the Radio project had not been added to the agenda for this evening's meeting. Lesley Thornton explained that normally proposals like this were discussed first at the PG level and that she had copied the details of the project to the P&P folder. Will Rayner confirmed he had spoken to Grant who submitted the project and that his PG would discuss this and decide how to proceed with this project.

Sarah Shorten did not want too long a gap before the next PHSSG meeting as some decisions needed to be taken regarding how to promote activities and events that her PG were considering. She added that they needed at least a 4 week lead time before an event to advertise.

It was agreed to hold the next PHSSG Zoom meeting on Wednesday 7th April at 7pm.

The meeting ended at 8.32pm