

## Porlock High Street Support Group

### INFORMAL MEETING MINUTES

HELD ON FRIDAY 25<sup>th</sup> JUNE 2021 AT 7PM

Remote Virtual Informal 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)  
R White (Porlock High Street Trader representing Churchgate Gallery)  
T Davies (Porlock High Street Traders representing Bramdowns)  
S Shorten (Representing Stacked Wonky)  
L Thornton (PHSSG Administrator, Minute Taker and representing The Bagatelle)

**Members of Public Present:** Sarah Brice.

**1. APOLOGIES**

J Dyer (Porlock High Street Traders representing Jana Henrie)

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

Will Rayner's interest in Discover Porlock was noted.

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

There were no announcements.

**4. PUBLIC PARTICIPATION**

Sarah Brice offered her help and her continued involvement in the Events Group.

**5. TO RECEIVE A VERBAL REPORT FROM L THORNTON REGARDING THE WELCOME BACK FUND**

Lesley Thornton explained why she had applied to the fund, what she had applied for, what SW&T had accepted to put on their IP to the EU, and how it might be delivered. Lesley confirmed that the Fund was not an extension of the fund the PHSSG were delivering, but a continuation of the Opening the High Street Fund from the EU which SW&T used to provide things like the Covid signs after the first lockdown, and that this fund was also from the EU following the second lockdown, but this time SW&T were consulting with villages and towns on what to spend the Fund on. SW&T had requested, at a meeting Lesley attended, an Expression of Interest from a 'Village representative'. Lesley explained she had taken the initiative as there were only 5 days to apply and previously the PPC and PHSSG chairs had not felt they had the time. Lesley added that she had applied as the PHSSG administrator and had included something for each project group plus, having consulted with the PPC Clerk and Denise Sage, some items on their behalf.

Duncan McCanlis confirmed that, having spoken to William Collier at SW&T, the Fund would be administered by the PHSSG. He also explained that, whilst the PHSSG could help Porlock Weir with Events,

Promotion and Signs, SW&T did not think it was appropriate for them to purchase items like benches for Porlock Weir as they had a private landowner.

Duncan McCanlis asked if PHSSG members wanted to meet to discuss how to administer the Funds as laid out in the IP and as described in the Expression of Interest.

Lesley Thornton was asked to agree a date/time for a Zoom meeting early the next week by email/Doodle Poll. Of those present, Lesley, Will, Rachael, Duncan and Tim confirmed they would attend. Sarah apologised in advance due to a lack of time in a busy week.

## 6. TO DISCUSS AND AGREE REVISED PROCEDURES FOR PROJECT GROUP MEETINGS

Lesley Thornton explained that as Project Groups now had fewer members and needed to agree decisions quicker, she was suggesting that discussions and decisions should be conducted by email, copying in all PHSSG members, and any decisions would then be reported and agreed at the public, recorded and minuted full PHSSG meetings. Lesley confirmed that this would remain within PPC Standing Orders. Everyone present was in agreement about the change of procedures.

## 7. TO DISCUSS JOB DESCRIPTION FOR THE MAINTENANCE OF THE WEBSITE

Will Rayner asked what the Group's expectations were for this role. Will added that the amendments suggested by Lesley Thornton should be made to the Job Description and this become the basis of an advert on social media. Lesley Thornton asked if there was time/need to advertise as they had already consulted with possible providers. Duncan McCanlis suggested a 'How to' be added to the Job description to help whoever takes over the website management, possibly TOP, from 2022 onwards.

It was confirmed that the role would be advertised on Facebook and two candidates at least would be interviewed. A thorough understanding of WordPress and social media were essential and all contact with traders would be digital or by phone. Lesley Thornton agreed to draw up a contract.

***Duncan McCanlis proposed that the circulated Job Description, formatted by Lesley Thornton, would be the basis of the role to be advertised by Lesley Thornton on Facebook, seconded by Lesley Thornton, and unanimously agreed.***

## 8. TO RECEIVE A REPORT FROM EACH PROJECT GROUP LEAD

### • Appearance & Functionality of the High Street PG

Lesley Thornton confirmed that the two planted barrels to be placed on the land in front of West Cottage were now in place, and that Louise Crabb was now maintaining and watering the floral displays using the water bowsers, one housed at the Doverhay toilets and one at the Old School Building. Two recycled plastic watering cans supplied by Porlock Hardware had also been supplied.

Lesley Thornton explained that she and Ian Fraser had agreed how to make the gates at the Old School Building accessible for all pedestrians – a longer bolt would be fitted to one gate with an anchoring hole to allow it to be fixed in a semi-open position to give wheelchairs access without allowing cars through. The cost of this would be well within the £500 budget agreed.

Lesley Thornton explained she had been offered two small standard lilacs by Fred from The Ship Inn. It was agreed to plant these by the path at the Central carpark.

### • Outdoor Seating PG

Duncan McCanlis confirmed that for the seating at Doverhay car park he needed to provide SW&T with risk assessments, public liability insurance confirmation, and agreement from PPC to maintain.

Duncan McCanlis suggested waiting on the benches until it was clear whether SW&T could provide those for the area in front of the One Stop and at the Old School Building from the Welcome Back Fund.

- **Promotion & Publicity PG and Porlock Traders Group**

Will Rayner confirmed that the Discover Porlock website was launched on time and will continue to be developed. Rachael White suggested decals of the TOP logo could be produced for shops to display.

Will Rayner confirmed that TOP will develop and will be formally constituted, adding that Porlock Weir traders want to join TOP. Will explained a monthly newsletter would be produced for traders, cautioning that only as much as can be afforded can be done. Rachael White's ideas to commission writers with local knowledge and reviewers were discussed. Lesley Thornton confirmed that she had requested funding from the Welcome Back Fund to help P&P but SW&T's IP only included a larger amount for Exmoor in general and it was thought this would go to Visit Exmoor who Duncan confirmed were to become delivery partners for this funding. Will Rayner confirmed he was considering applying to become an executive board member if Visit Exmoor became a CIC. This was welcomed by the Group.

- **Events & Activities**

Sarah Shorten explained she had to leave the meeting at 8pm so it was agreed to move the Events proposals forward to be included in this item.

Sarah Shorten thanked Will Rayner and Rachael White for creating the website. Sarah confirmed that there were lots of people wanting to get involved with ideas for activities for the next pop-up event which would be Music & Words themed on Saturday 3<sup>rd</sup> July 10am-2pm.

Sarah Shorten confirmed that Elke Winzer would be the Events Manager for this event. Sarah added that she had interviewed Samantha Westcott who had also applied to be the Events Manager but she works full time so would not be available to visit the High Street during the week.

Sarah Shorten confirmed they were getting a shape for the event, that there was a pool of musicians to talk to, plus the Church & Bettina, poets and sign makers, adding that more engagement from/with Traders was needed.

Sarah explained that 10 event assistants were needed and that there would be no wandering minstrel playing as not Covid secure. Sarah advised that if local, performers would be voluntary, otherwise skills may need to be bought in, especially for the next Circus themed event. Sarah confirmed that Seb Tesouro had agreed to be the musical director but had declined being paid.

Lesley Thornton shared her screen to show the Purchasing Checklist for re-allocating the Events budget as agreed by the Doodle Poll already completed. Lesley confirmed that the decision proposed by Sarah Shorten and seconded by Duncan McCanlis to transfer the remaining E&A budget to the pop-up events to allow £200 per event for an Events Manager and additional funding for performers or artistic direction was approved.

*Sarah Shorten left the meeting at 8pm*

- **Signage PG**

Lesley Thornton explained that work was ongoing following further consultation and that she hoped to provide a comprehensive report regarding the signs that had been agreed so far, with designs, for further comment/input.

Lesley Thornton explained that whilst there was an urgency to get the signs in place, particularly those for the carparks, the PG felt it was important to make sure the signs were right before commissioning as once installed they would be in place for many years.

- **Admin**

Lesley Thornton suggested purchasing a Doodle Poll account for the PHSSG. Duncan McCanlis advised that Doodle Polls could be created for free.

Duncan McCanlis confirmed that the 8 week report to SW&T was due on Weds 30<sup>th</sup> June. Duncan confirmed less detail was required and agreed to write the report and include the Excel Accounts Report provided by Lesley Thornton. Lesley confirmed that the PPC accounts were not yet available but should be by next month.

## 8. TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP:

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

Lesley Thornton shared her screen to show the purchasing checklist for the creation of seating using the walls at the Doverhay car park. It was suggested there should be a specification of materials used to ensure PPL requirements were met. Will Rayner asked that any metal fixings were galvanised and Duncan McCanlis suggested they would be stainless steel.

***Will Rayner proposed approving the budget for the seating on the walls at Doverhay carpark, seconded by Duncan McCanlis, and unanimously agreed.***

- **Events & Activities PG**

(See Item 7 above)

- **Signage PG**

Lesley Thornton shared her screen to show the purchasing checklist for the proposed notice board to replace the old ones on the Church railings. It was advised that Perspex, supplied by Will Rayner at cost, would be used rather than glass to reduce the weight thus allowing for smaller frames.

There was concern that the notice board was quite expensive and that it was not the responsibility of the PHSSG to provide this for the Church. Duncan McCanlis explained it was offered to help negotiations regarding the seating and Lesley Thornton felt it would help the appearance of the High Street, especially if it could include public notices so these were not placed on the railings.

It was agreed that more information about the size, the use and the finish – dark wood preservative finish preferred – should be provided. Duncan McCanlis agreed to speak to Martin Spence and email members.

## 9. OTHER MATTERS ARISING FOR DISCUSSION

There were no other matters for discussion

## 11. DATE OF NEXT MEETING AND SUGGESTED AGENDA ITEMS

It was agreed that the next PHSSG meeting would be held by Zoom on Tuesday 13<sup>th</sup> July at 7.00pm.

The meeting ended at 8.29pm