

Notice of a meeting of Porlock High Street Support Group

There will be a Meeting at Porlock Village Hall (small hall)

at 7pm Wednesday 20th October 2021

For the Attention of:

CLlr D McCanlis (Porlock Parish Council and PHSSG Chair)

CLlr W Rayner (Porlock Parish Council)

R White (Porlock High Street Trader representing Churchgate Gallery)

J Dyer (Porlock High Street Trader representing Jana Henrie)

T Davies (Porlock High Street Trader representing Bramdowns)

S Shorten & M Tesouro Willmott (Representing Stacked Wonky)

CLlr L Thornton (Porlock Parish Council, PHSSG Administrator & Minute Taker, representing The Bagatelle)

In order to comply with the latest Government Legislation and to ensure the Health & Safety of the Members, if you would like to attend this meeting as the public, please advise the Administrator by email: porlockhssg@gmail.com

AGENDA

- 1. Apologies**
- 2. Declarations of interest and Disclosable Pecuniary Interest Dispensation**
- 3. To receive any Communications or Announcements from the Chair**
- 4. To approve the Draft Minutes of the following meetings**
 - i. Draft PHSSG Minutes 23 04 21
 - ii. Draft PHSSG Minutes 11 05 21
 - iii. Draft PHSSG Minutes 25 05 21
 - iv. Draft PHSSG Minutes 10 06 21
 - v. Draft PHSSG Minutes 25 06 21
 - vi. Draft PHSSG Minutes 13 07 21
 - vii. Draft PHSSG Minutes 28 07 21 (Cancelled meeting – D McCanlis and L Thornton to approve)
 - viii. Draft PHSSG Minutes 20 08 21
 - ix. Draft PHSSG Minutes 15 09 21
- 5. Public Participation**
- 6. PHSSG to note ratification of the decisions made between 11th May 2021 and 15th September 2021**
Information published.
- 7. Discuss the extension to our contract - now 31st March 2022 - and our ability to continue our work**
- 8. To discuss requirement to acknowledge funding from SW&T for items, services, events, the website, etc.**
- 9. To receive an update on the EU Welcome Back Fund from Lesley Thornton, including the requirements to acknowledge funding and evidence**
- 10. To receive a report and to discuss and approve any proposal from the Project Groups:**
 - **Appearance & Functionality of the High Street**
 - i. To re-allocate £1000 from the A&F budget to the Signage budget
 - ii. To discuss and approve paying the invoice for the Xmas tree support survey
 - iii. To discuss allocating some of the unused A&F budget and/or to use the EU Welcome Back Fund to provide entertainment for a Christmas shopping event in December

- **Outdoor Seating**
 - i. Approve budget for Church benches
- **Promotion & Publicity**
 - i. To reallocate the budget originally to pay Churchgate Gallery to populate the website (£550) to be used to extend the contract with James Pravato/Tomato Creative by one month.
 - ii. To reallocate the budget originally to pay Churchgate Gallery for three years of hosting, etc. to be paid to James Pravato/Tomato Creative and to discuss and agree a contract between the PHSSG and James Pravato/Tomato Creative regarding the hosting.
 - iii. To discuss and approve the new design of the website.
- **Signage**
 - i. To approve using the increased budget to pay for as much of the signage included in the Signage Report subject to email agreement on signs prior to ordering/purchasing.
- **Events & Activities**
 - i. To discuss and approve increasing the payment to Elke Winzer as the Events manager retrospectively for the October's pop-up event.
- **Porlock Traders Group**
 - i. To review meeting with Traders.
- **Admin**
 - i. To re-allocate the contingency budget to the Admin and Project Management budgets to cover an extra three months, to be reviewed before the end of the Fund.

11. To discuss and approve changes required to the Indicative Plan and request approval from SW&T

12. Matters arising for discussion

13. Date of next meeting and suggested agenda items