

Porlock High Street Support Group

INFORMAL MEETING MINUTES

HELD ON TUESDAY 11th MAY 2021 AT 7.00 PM

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

Members of Public Present: There were no members of the public present

1. APOLOGIES

Jane Dyer (Porlock High Street Traders representing Jana Henrie)
Cllr W Rayner and R White joined meeting at 7.15pm

2. DECLARATIONS OF INTEREST AND DISCLOSABLE PECUNIARY INTEREST DISPENSATION

Will Rayner's interest in Discover Porlock and Churchyard Framing (Item 5) was noted.

3. TO RECEIVE ANY COMMUNICATION OR ANNOUNCEMENTS FROM THE CHAIR

Duncan McCanlis explained that he as the PHSSG Chair and Lesley Thornton as the PHSSG Administrator had been contacted by the PPC Clerk as she had received three verbal complaints regarding the PHSSG Committee and how the members are reportedly conducting themselves when engaging with traders or members of the public. On at least two of these occasions the individual felt they were being criticised for their contributions to the Community.

Duncan explained that both he and Lesley responded in the same way, namely that we were not aware of any such issue and that, as the complaints were anonymous and we do not know who was involved, there was no meaningful action we could take.

However, Duncan asked that all members should be mindful of how they interact with the public.

5. PUBLIC PARTICIPATION

There were no members of the public present.

6. TO DISCUSS CONTRACT TO POPULATE WEBSITE

This item was deferred until Will Rayner and Rachael White had joined the meeting.

Lesley Thornton shared her screen to show the draft contract she had circulated between Churchyard Framing and the PHSSG to contract Churchyard Framing and their staff to populate the website www.discoverporlock.co.uk

Will and Rachael explained the work included creating and populating the website and it was agreed that the cost of this work, if contracted out commercially, would exceed the fee being paid for this work.

Lesley Thornton explained that it was important to define what would constitute 'completion' to ensure Churchyard Framing would be paid according to the contract. Lesley also suggested it was important to establish where the job of populating the website ended and where the job of managing the website, which would include further development and would be contracted separately, began.

It was agreed that these definitions would be better understood by Friday 21st May once the engagement with Traders was completed. The contract would be updated at that point.

6. TO RECEIVE A REPORT FROM EACH PROJECT GROUP LEAD

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

- Lesley Thornton confirmed that she had received permission for the floral display at the Village Hall and that work to create the permanent platform for the floral display would be started towards the end of May. She added that Mick Limb had provided a very well-priced quote and he was talking to Luke Taylor about the stone facing work.

Lesley Thornton explained that she was concerned about the continuing use of the Church railings for displaying posters and banners, as this detracted from the appearance of this photogenic spot in the Village and that they could obscure or detract from the flower display. Lesley explained that she had been contacted by the PPC Clerk, as the Bowls Club wished to display a banner, and that she had explained her concerns and that this could set a precedent but had also suggested some compromises as she realised having a central place to advertise events was important.

Lesley explained she had considered other options and would be asking PPC to consider these and any policy regarding use of the railings for advertising. Members were asked to send her any ideas they had on the matter.

- **Outdoor Seating PG**

Duncan McCanlis explained he had nothing further to report from the last meeting.

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

Will Rayner explained that there had been a very positive response so far to approaches regarding TOP and the website, adding that they were still on schedule to launch the website by 21st June. He confirmed the maps had been added, along with the car parks, public toilets and the Recreation Ground. Will asked if the Rec toilets were open every day and could be added on the list of public toilets. It was suggested he asked Terry Gable.

- **Signage PG**

Duncan McCanlis explained that he had not had time to do anything on this and had asked for help with this Project Group. Lesley Thornton had offered to lead with Mel Tesouro's help. Lesley explained she could help with the local knowledge and design work and Mel offered to help with liaising with the various organisations and suppliers, etc. They agreed to meet to discuss how to move forward.

- **Events & Activities**

Sarah Shorten confirmed that Elke Winzer had been brought on board and was working hard to produce the understanding and information needed to run events safely and appropriately.

Sarah explained they were now planning 6 Saturdays to be Event days, with 5th June being the first - an Eco event, being smaller with not too much fanfare, as it would serve as a learning curve. She added that the delivery part would be to advertise for someone to run these events.

Sarah added that she was remaining in contact with the Visitor Centre, confirming that the Visitor Centre Manager was feeding back to her as Stacked Wonky but not as a PHSSG member and lead on the E&A project Group. However, Sarah felt this was at least keeping a dialogue open.

- **Admin**

Lesley Thornton explained that she had submitted her first invoices for payment.

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

Lesley Thornton confirmed there were no proposals to put forward at this meeting.

8. TO REVIEW USE OF THE PROJECT GROUP TRACKER DOCUMENT

It was agreed that this was no longer required as members were not benefitting from it and they could communicate well enough without using it.

9. TO RECEIVE A PROGRESS REPORT OF PHSSG TO DATE

Lesley Thornton had circulated her report which was felt to present the information to the public as required. Lesley agreed to make the report available as a printed two-sided A4 sheet in shops on the High Street including the Spar and the Post Office, plus it would be published on the PPC website and a link to the document would be advertised on the PHSSG Facebook page. Lesley also confirmed she would email it to everyone on the email list and ask the PPC Clerk to distribute it to councillors and via her newsletter.

10. MATTERS ARISING FOR DISCUSSION

Duncan McCanlis explained the change of rules regarding Zoom meetings and decision-making and that we would continue to follow the same rules as PPC. Informal meetings via Zoom would continue, with decisions being made and then formally agreed by email. Lesley Thornton confirmed that draft minutes would have to be approved by email as well.

Sarah Shorten asked if any of the projects could be in jeopardy if we did not receive more help and if we needed more people to join the Group. This was confirmed although it was agreed we needed people who could give their time and were 'doers'. It was agreed new members did not necessarily have to be High Street Traders as there would still be a majority represented.

11. DATE OF NEXT MEETING AND SUGGESTED AGENDA ITEMS

It was agreed to hold the next PHSSG Zoom informal meeting on Tuesday 25th May at 7pm.

Items to discuss include the contract for P&P, E&A first event possible purchasing, and where to advertise other than on the Church railings.

The meeting ended at 8.02pm