

Items requiring ratification at PHSSG Meeting 20/10/21 and previous minutes to approve.

Draft PHSSG Minutes 23 04 21 – to approve minutes only

Draft PHSSG Minutes 11 05 21 – to approve minutes only

Draft PHSSG Minutes 25 05 21 – to approve minutes and items below:

Item 8. **TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP**

E&A

***Lesley Thornton proposed to approve the budget for the Event Insurance if this insurance was required in the event the PPC insurance was not suitable, seconded by Sarah Shorten, and unanimously agreed.***

***Lesley Thornton proposed to approve the budget for the Poster artwork, seconded by Tim Davies, and unanimously agreed.***

Draft PHSSG Minutes 10 06 21– to approve minutes and items below:

Item 5. **TO DISCUSS CONTRACT TO POPULATE WEBSITE**

***Lesley Thornton proposed to approve the contract to pay Churchyard Framing Ltd £550+VAT to populate the Discover Porlock website, seconded by Duncan McCanlis, and unanimously agreed.***

Item 8. **TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP**

E&A

***Rachael White proposed to approve the budget for the sundry expenses for the pop-up events of £200.00, seconded by Tim Davies, and unanimously agreed.***

Draft PHSSG Minutes 25 06 21 – to approve minutes and items below:

Item 7. **TO DISCUSS JOB DESCRIPTION FOR THE MAINTENANCE OF THE WEBSITE**

***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.***

Item 8. **TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP**

A&F

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

E&A

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.

Draft PHSSG Minutes 13 07 21 – to approve minutes and items below:

Item 6. **TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP**

Signage/Seating

***Duncan McCanlis proposed approving a budget of £300 for the notice board on the St. Dubricius Church railings, seconded by Lesley Thornton, and unanimously agreed.***

Draft PHSSG Minutes 28 07 21 – meeting cancelled due to non-attendance.

Draft PHSSG Minutes 20 08 21 – to approve minutes and items below:

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

Signage

***Lesley Thornton proposed allocating the remaining signage budget to the signs identified in the Signage Report, seconded by Mel Tesouro, and unanimously agreed.***

A&F

***Lesley Thornton proposed approving a budget of £500 to buy bulbs, seconded by Tim Davies, and unanimously agreed.***

***Lesley Thornton proposed approving a budget of £1200 to buy the lights, etc. suggested by Malcolm McCoy and the rechargeable batteries, chargers and supports requested by Denise Sage, seconded by Sarah Shorten, and unanimously agreed.***

Draft PHSSG Minutes 15 09 21 – to approve minutes and items below:

Items 6 & 7. **TO RECEIVE A REPORT AND DISCUSS AND APPROVE ANY PROPOSAL FROM EACH PROJECT GROUP**

A&F

It was, therefore, unanimously agreed that the flags should stay up until the Xmas trees replaced them and that the TOP WhatsApp group would be used to get the views of the traders.

***Will Rayner proposed that the PHSSG offer to fund the PVTA's Late Night Shopping event to £800, asking the PVTA to explain what they are planning to spend the money on, with the proviso that the PHSSG may wish to fund more if felt necessary. Duncan McCanlis added that in addition the PHSSG are giving the money on the understanding that the traders are not asked to contribute.***

**The Group unanimously agreed to the proposal.**

Outside Seating

***Duncan McCanlis proposed a budget of £580 with £400 funded by A&F and £180 funded by Outdoor Seating to create the two seats on the walls at Doverhay car park, seconded by Lesley Thornton and unanimously agreed.***