

Report to SW&T and PPC from PHSSG 31/3/22

This group was set up at a Zoom meeting on 27th January 2021 and contracted with PPC and SW&T to deliver the £25,000 grant (ETCRF) from SW&T. The projects were to be completed by the end of December 2021 – this was later extended to 31st March 2022.

Once established, the group created 5 (initially 6) Project Groups: Appearance & Functionality, Events, Outdoor Seating, Promotion & Publicity, Signage, and assigned budgets to each of them.

The grant was given a boost in August 2021 with further monies from the EU Welcome Back Fund totalling £9,800. The PHSSG delivered this fund in addition to the ETCRF (Emergency Town Centre Recovery Fund).

EU Welcome Back Fund

Please see how this money has been spent in the table below.

Town	Description	Budget	Spent
Porlock	Signage (Maps and various road and street signs)	£2000.00	£1998.61
	Seating (5 benches) + Bins (+ bin for Methodist Garden seating area)	£2000.00	£2095.45
	Recycling bins x3		£1605.00
	Planters, Compost and Plants for Denise Sage's group (PVCA)	£1000.00	£ 472.52
	Toilet Cleaning (to keep toilets open throughout winter)	£1300.00	£1300.00
	Events:	£2000.00	
	Events manager for Sept & Nov events		£ 700.00
	For 4 th Dec Light Up Porlock event (Twinkly Twilight)		£1300.00
	Cycle Racks x3	£1500.00	£ 214.98
	TOTALS	£9800.00	£9686.56

Emergency Town Centre Recovery Fund

Please see how this money has been spent below.

Group	Project	Original budget	Spent	Remaining
Appearance and Functionality of the High Street				£7,000.00
	Church Flowers	£335.00	£166.53	£6,833.47
	Barrel Planters	£915.00	£940.76	£5,892.71
	Water Bowsers	£559.00	£512.45	£5,380.26
	Maintenance/Watering	£1,080.00	£684.00	£4,696.26
	Natural planting	£500.00	£89.14	£4,607.12
	Church Clock	£500.00	£500.00	£4,107.12
	Christmas	£1,200.00	£1,301.95	£2,805.17
	Accessibility to VC	£500.00		£2,805.17
	Statement display at VH	£1,010.00	£804.52	£2,000.65
	Redesign of walls at Doverhay CP as seating	£400.00	£850.00	£1,150.65
	Rusty gate at Central car park	£480.00	£309.14	£841.51
	Flags & bunting	£500.00	£322.72	£518.79
	Recycling Bin at Church	£500.00	*£525.95	-£7.16
	Total budget still remaining			-£7.16
	<i>*PPC will cover the extra cost of providing their logo to the Recycling bin at the Church</i>			

Events and Activities			£3,000.00
How to guide	£500.00	£500.00	£2,500.00
Event 1 (June – Management)	£200.00	£200.00	£2,300.00
Event 2 (July – Management)	£200.00	£200.00	£2,100.00
Event 3 (Sept – Jugglers)	£500.00	£500.00	£1,600.00
Event 4 (Oct – Management)	£500.00	£500.00	£1,100.00
Event 5 (Nov)	£200.00	£128.80	£971.20
Sundry items	£200.00	£27.25	£943.95
Insurance	£300.00	£288.93	£655.02
Posters & Banners	£300.00	£521.85	£133.17
Event 6 (Dec)	£100.00	£133.17	£0.00
Total budget still remaining			£0.00
Outdoor Seating			£3,000.00
3 Benches at Church	£1,500.00	£1,162.50	£1,837.50
Fitting all benches from ETCRF/WBF	£1,000.00	£1,837.50	£0.00
Total budget still remaining			£0.00
Signage			£4,000.00
Various signs ordered from Active Signs	£3,600.00		
finger posts from Central CP		£1,272.14	£2,727.86
2 road signs		£537.28	£2,190.58
more finger posts and signs		£1,023.00	£1,167.58
Notice boards		£695.00	£472.58
To the High Street sign		£72.29	£400.29
Methodist Garden seating sign		£58.37	£341.92
Porlock Map Artwork	£200.00	£200.00	£141.92
Mobile 'A' boards	£200.00	£141.92	£0.00
Total budget still remaining			£0.00
Publicity and Promotion			£4,000.00
Domain name & hosting website (3 years)	£560.00	£560.00	£3,440.00
Populating website contract	£550.00	£440.00	£3,000.00
Maintaining website & publicity contract	£3,000.00	£3,000.00	£0.00
Total budget still remaining			£0.00
Project Management Contract			£3,025.00
5hrs/wk, 55 wks at £11/hr	£3,025.00	£3,025.00	£0.00
Total budget still remaining			£0.00
Admin			£975.00
Zoom subscription & storage costs		£313.78	£661.22
Phone, equipment, stationery, etc.		£459.92	£201.30
VH hire		£14.00	£187.30
Adverts		£98.40	£88.90
D Stanyon		£88.00	£0.90
Total budget still remaining			£0.90

As of 1st April 2022, responsibility for the following ‘assets’ purchased with the Welcome Back Fund and the Emergency Town Centre Recovery Fund will fall to the following people/organisations as agreed:

Organisation/person	Asset purchased by WBF & ETCRF
PPC + St. Dubricius Church	2 benches at OSC, 3 benches at St. Dubricius Churchyard and bench by One Stop Seating at Doverhay New floral displays at Doverhay, Village Hall, OSC and Central car park Water bowsers and watering contract Signs, maps and notice boards purchased with both funds Recycling bin at Church railings site Accessibility to OSC Cycle racks (x3) Sleigh (stored at Rec), brazier, etc. Natural planting at Village Hall, Memorial and Old Lane (re. timing of grass cutting) Floral beds along railings
Methodist Church	2 benches, litter bin and sign
PVCA (Denise Sage’s group)	Lights purchased for Light Up Porlock Planters in front of Pollards Court, by Chimney Cottage and by School entrance
TOP	Flags and flagpoles, A boards
Will Rayner	Discover Porlock domain name and website management/maintenance

The three PPC Councillors from the PHSSG – McCanlis, Thornton, Rayner – will continue after 31st March 2022, to hold responsibility for providing the final reports to SW&T and finalising any outstanding project details. This should provide continuity and ensure all the necessary reports have been provided by PPC by the deadline of 29th April.

The further £5000 available as an extension to the ETCRF has been accepted to be paid to PPC and it is proposed that it will be placed in an earmarked PPC fund. Grants for projects similar to those set out by the ETCRF to support the High Street should be invited, to be spent by 31st March 2023. To be discussed and agreed at the next PPC meeting, 13th April 2022.

Over most of the time that the PHSSG operated, the group was:

- Duncan McCanlis – Chair, PPC councillor
- Lesley Thornton – Administrator, The Bagatelle
- Will Rayner – PPC Councillor
- Rachael White – Churchgate Gallery
- Sarah Shorten & Mel Tesouro – Stacked Wonky
- Tim Davies – Bramdowns
- Jane Dyer – Jana Henrie

Our thanks also go to Stuart Weaver, Anita Lovell, David Thornton and Melody & David Hawtin – they all made important contributions to the creation and setting up of the group.