

Application to the Emergency Town Centre Recovery Fund (Extension) for Grant funding for Porlock Late Night Shopping - Saturday 10th December 2022

All Porlock Traders were recently invited to a meeting to offer their input for the plans for a Late Night Shopping event on Porlock High Street on Saturday 10th December from 6.00pm - 9.00pm.

Several traders sent their apologies but also suggestions and representatives from 6 businesses attended.

The Giggling Bean, Porlock Pharmacy, CnK Art, Stacked Wonky, Churchgate Gallery and Porlock Hardware

It was agreed that it would be advantageous to employ a dedicated Event Manager to help assist traders put on this family based event enjoyed by locals and visitors alike, without putting undue stress on any of the high street traders. The Event managers role would be to produce risk assessments, to book and coordinate with the entertainers both prior and during the event, to coordinate with the Parish Clerk regarding payments for the event and to ensure the publicity for the event is produced and distributed via posters, banners and digital platforms.

Insurance will need to be investigated, but as the 'Living Nativity' is the night prior to Late Night Shopping, it's hoped a combined policy or an existing Council policy may be a possibility?

A total of £1250 is being applied for from the ETCRF (Extension)

Item	Description/comments	Cost £
Local entertainment		
WS Brass Band	2 x 45 minute sessions, with a half hour break.	180
WS Morris dancers	They are available - their fee would be £95 for two performances of half an hour each.	95
Chloe Aston - Bicycle piano player	No fee as she is a busker – waiting to hear if she is available and to confirm this.	0
Minehead Lions	Father Christmas/Sleigh – I am waiting to hear back, I understand that they volunteer.	0
External performers		
Wandering Minstrels	Musicians playing and moving along the high street -	200
Juggler - Neil from London	Example based on a pop up event: 4 sets of 30 minutes	300 plus travel [train ticket]
Marketing	Design support (depending on time spent) Printing posters and other materials	100
Event Manager	Pre event planning and provision of risk assessments- On the day event management	200
Sundry	Contingency and resources	100