

SW&T's Emergency Town Centre Recovery Fund

Terms of Reference

Porlock

1. Name of group

Porlock High Street Support Group (PHSSG).

2. Purpose

To ensure the effective expenditure of the ETCRF Grant, allocated to Porlock Parish Council (PPC), in line with the criteria of the grant for the benefit of the Town Centre economy in Porlock, West Somerset, based on the feedback from High Street traders & others.

3. Roles and responsibilities of the Group:

- Ensure all practises are in line with the Guidance and are compliant with the terms and conditions of the grant as per the Grant Funding Agreement.
- Consider, design and deliver a range of projects and initiatives that will meet the criteria of the funds.
- Consider and monitor budget and expenditure.
- Consider quotes and tender returns to ensure fair competition and value for money.
- Collation of evidence of expenditure and achievement*
- Reporting of achievements and production of monitoring reports*
- Ensure all practises are in line with the guidance and are compliant with the terms and conditions of the grant (both attached).
- Ensure decisions take into account feedback from businesses and the wider community.

*The SG has appointed an Administrator to undertake these tasks and others, as required.

4. Membership and Appointment

- List of sub group membership organisations to be represented:
- Two Parish Councillors (*currently Will Rayner & Duncan McCanlis*)
- Six High Street traders (*currently Churchgate Gallery, Big Cheese, Bagatelle, Jana Henrie, Melody Art, Bramdowns.*)
- (Leaving space for future co options by the SG, as and when the need arises)

5. Chairing

- Chair to be elected by the subgroup
- In the event of a split vote the Chair will have the casting vote.

6. Governance

- The group has been delegated the authority to make decisions and agree detailed expenditure, in relation to the ETCRF grant, without further sign off by Porlock Parish Council.
- Each member of the sub group will have equal voting rights, with one vote per organisation represented.
- Decisions will be made by majority vote. In the event of an equal vote the Chair will have the casting vote.
- The group will follow PPC Standing Orders. where applicable.

7. Financial decision making process

- The group will endeavour to reach consensus. When this is not possible, decisions will be made by majority vote. In the event of an equal vote, the Chair will have the casting vote.
- A monthly report will be prepared and sent to the PPC to be included on each of their monthly meeting agendas.

8. Recording meetings

- Minutes and Agendas will be set for each formal meeting of the SG.
- Paper records will be kept by the Administrator.
- These documents will also be posted on the PPC website by the PPC clerk.
- Agendas & Minutes, plus any other relevant documents, to be sent to Will Collier at SW&T.

9. Role of the Parish Council as Grant Recipient

The PPC's role is to:

- To review and approve the initial Indicative Plan.
- Monitor progress of the grant delivery and advise as they see fit
- Process payments from the Fund
- PPC Clerk to support the project delivery by inputting information onto the PPC website and giving advice, for instance on procedural matters.

10. Reporting mechanisms

- In addition to the monthly report to the PPC, the SG will also update SW&T as they require.
- Undertake ongoing consultation and feedback with those individuals and organisations that engage with the process.

To be signed and dated by each member of the subgroup