

**Glastonbury Town Deal**  
**Minutes of the Board meeting held on 4 February 2022**  
**1400 – 1630 hours using Teams**

<b>Present</b>	<b>Role/Representation</b>
Dr Lynne Sedgmore, CBE	Temporary Chair
James Heapey	Vice Chair and Member of Parliament (for first part of the meeting)
Jill Barker	Glastonbury Chamber of Commerce
Cllr Simon Carswell	Mendip District Council
Cllr Jon Cousins	Community Representative and Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
Jacqueline Cross	Community Representative with NHS background
Cllr Christine Lawrence	Somerset County Council
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
Kama McKenzie	Community Representative
Yvette Naylor	Department for Work and Pensions
Katy Quinn	Strode College (for first hour)
David Ralph	Heart of the South West LEP
Cllr Ian Tucker	Glastonbury Town Council

<b>Apologies</b>	<b>Role/Representation</b>
Darryl Mitchard	Melhuish and Saunders

<b>In Attendance</b>	<b>Role/Representation</b>
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Steve Kingston	Mendip District Council
Nathan Mode	Dome Marketing Ltd
Julie Reader-Sullivan	Mendip District Council
Sheridan Robins	Parliamentary & Comms Aide to James Heapey MP
Jane Sharp	Mendip District Council
Gerard Tucker	Glastonbury Town Council
Craig Walley	Mott MacDonald

<b>Apologies</b>	<b>Role/Representation</b>
Richard Bates	Mendip District Council (Section 151 Officer)
David Byford	Strode College and substitute for Katy Quinn
Jeanette Clarke	SWAP Internal Audit Services
Henry Seymour	Cities & Local Growth Unit (BEIS/MHCLG)

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and apologies	<p>Lynne welcomed everyone to the meeting.</p> <p>Lynne congratulated Katy Quinn on her new role as Principal and CEO of Portsmouth College in Hampshire.</p> <p>Katy advised as she is currently working notice, she will remain on the Board and will attend future meetings until she leaves Strode College at the end of May. Katy advised she will inform the Temporary Chair as soon as her replacement has been recruited.</p>	
2	Declaration of Interests and Gift Register	<p>No one declared any gifts that required declaration on the Risk Register.</p> <p>There were no further amendments to the Declarations of Interest table.</p> <p>Declaration of Interest – Ian Tucker advised that, as he has declared an interest in BIRT, he won't participate in the voting when item 9 is discussed.</p>	
3	Temporary Chairs Opening Remarks	<p>Lynne expressed her sadness at the recent death of Robert Richards and asked James Heapey to say a few words.</p> <p>James stated he feels privileged to have been asked to say some kind words about Robert. James said Robert was a remarkable man who really understood Glastonbury. He brought together an extraordinary group of people for the Glastonbury Town Deal. He was good humoured, tolerant and we, the Board, owe him a great deal, as does the Town. All Board Members were urged to attend the upcoming memorial for Robert, to be held at Pilton on 11 March.</p>	Tina to circulate full details about the Memorial Service for Robert Richards on 11 March, when available.

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4	<p>Introduction by Mott MacDonald Commercial and Management Case</p> <p>Introduction by Procurement Team</p>	<p>Craig Walley, Project Principal at Mott MacDonald, was introduced by Julie to share a PowerPoint presentation, introducing the company as well as the Commercial and Management chapters of the Business Case, with the Board.</p> <p>Steve Kingston, Procurement Officer at MDC, was introduced by Julie to share a Procurement presentation with the Board.</p>	<p>Tina to share the PowerPoint presentation with Board members.</p> <p>Tina to share the PowerPoint presentation with Board members.</p>
5	Minutes and Matters arising from meeting on 17 December 2021	<p>Matters arising from the previous minutes are on the agenda.</p> <p>Julie was able to confirm that discussion around the SWAP audit (item 6) had now come to an end.</p>	Minutes of the meeting on 17 December 2021 were agreed.
6	Board Development and Roles	<p>The Board is asked to review the information contained in Paper 1 and to discuss and agree the Board KPI's for 2022 and beyond.</p> <p>Some discussion took place and common thoughts were to incorporate something around locality and to keep in consideration the Ecological and Climate emergency.</p> <p>The process flow for the Business Case Review process would be to allocate a Board member to a project, who will be invited to attend the meetings to allow for further assurance. David Ralph advised he would be happy to get involved in this process.</p>	<p>Lynne to finalise Board KPIs.</p> <p>Tina to bring the Health &amp; Wellbeing Theme forward and to invite Board members to fill any unallocated projects as well as ensuring that Board members are notified of meetings so that they can attend, if available.</p>
7	Recruiting New Board Members	<p>Lynne advised she and Julie met with two, strong, applicants for potential co-option onto the Board.</p> <p>Lynne advised that, moving forward, the Board would need the flexibility to co-opt new Board members, as appropriate, and also to consider a more formal process to recruit widely.</p>	<p>Lynne to formally invite Paul Knight and Richard Winterbottom to join the Board.</p> <p>Lynne to confirm status re Jon Cousins and the</p>

	Agenda Item	Discussion	Action
		<p>Lynne took the Board through a presentation introducing Paul Knight and Richard Winterbottom.</p> <p>Some discussion took place, and the Board agreed the appointment of both applicants.</p> <p>Julie asked the current Board members if they could remain in place until the end of June. All current Board members remain committed, although some will check relevant Local Authority rules before confirming.</p> <p>JC asked for clarification as to whether he is a Board member for Community Representation or as a Glastonbury Town Councillor. Lynne will check relevant records and confirm accordingly.</p>	<p>Mayor of Glastonbury.</p>
8	<p>Operational Report – including Business Case progress, Communications update and Property matters</p>	<p>Jane presented the Operational Report, to keep the Board apprised of the operational progress of the twelve projects in the Glastonbury Town Deal. The Communications update now forms part of this report.</p> <p>Further update to be provided as and when appointment of the Fundraiser has been agreed.</p> <p>The Board was asked to note the contents of this paper.</p>	
9	<p>Confidential Paper</p>	<p>The Board was asked to review the information contained in Paper 4 and to consider the options outlined in the table, then to provide a clear steer to the Support Team as to the agreed way forward.</p> <p>Following a majority vote, the Board agreed to implement Option 4. A communication, advising the Board's decision, will be sent to the Project Lead(s).</p>	<p>Lynne and Julie agreed to communicate the Board's decision to those concerned</p>

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10	Clarity about confidentiality, communication and close	<p>It was agreed to seek clarification, at the end of each meeting, on any confidential issues discussed.</p> <p>Opportunity to feedback.</p> <ol style="list-style-type: none"> <li>1. Potential names of Legacy Body</li> <li>2. Any feedback on today's meeting?</li> </ol>	<p>Item 9, paper 3, is a confidential issue.</p> <p>Board members to send feedback electronically</p>
11	Future Board Dates	<p>All at 2pm and by Zoom (unless otherwise agreed)</p> <ol style="list-style-type: none"> <li>a. 25 March 2022</li> <li>b. 29 April 2022</li> <li>c. 27 May 2022</li> <li>d. 24 June 2022</li> <li>e. 29 July 2022</li> <li>f. 9 September 2022</li> </ol>	<p>Regular email updates to continue between Board meetings</p>