

Glastonbury Town Deal Board
Minutes of the Board meeting held on Friday 11 June 2021
At 2pm On Zoom

Present	Role/Representation
Robert Richards	Chair and Glastonbury Festivals
James Heappey	Vice Chair and Member of Parliament
Jill Barker	Glastonbury Chamber of Commerce
Cllr Simon Carswell	Mendip District Council
Katherine Clarke	Street & Glastonbury YMCA/Redbrick
Jacqueline Cross	Community Representative with NHS background
Cllr Christine Lawrence	Somerset County Council
Cllr Liz Leyshon	Somerset County Council
Paul Manning	Glastonbury Chamber of Commerce
Lucy Martin	Department of Work and Pensions
Kama McKenzie	Community Representative
Darryl Mitchard	Melhuish and Saunders
Katy Quinn	Strode College (alternate)
David Ralph	Heart of the South West LEP (towards end)
Dr Lynne Sedgmore	Community Representative
Cllr Ian Tucker	Glastonbury Town Council

Apologies	Role/Representation
Did Not Attend	
Nick Oliver	Cooper and Tanner
Louisa Philpot	Arup

In Attendance	Role/Representation
Cllr Jon Cousins	Mayor of Glastonbury
Tina McEwen	Glastonbury Towns' Fund Support Team
Julie Reader-Sullivan	Mendip District Council
Henry Seymour	Cities & Local Growth Unit (BEIS/MHCLG)
Jane Sharp	Mendip District Council

Apologies	Role/Representation
Anna Blackburn	Mendip District Council
Anwen Jones	Cities & Local Growth Unit (BEIS/MHCLM)
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP
Gerard Tucker	Glastonbury Town Council

Minutes:

Agenda Item	Discussion	Action
1. Welcome and Introductions	<p>Robert welcomed everyone.</p> <p>Apologies had been received from Anwen Jones, David Ralph and Gerard Tucker.</p> <p>Cllr Christine Lawrence from SCC introduced herself and replaces Cllr David Hall.</p>	
2. SWAP Audit: Code of Conduct, Declaration of Interests and Gift Register	<p>Julie explained a recent SWAP Audit had taken place on the Board and process around the Accelerator projects. This recommended:</p> <p>(a) the Board should have a separate Code of Conduct and</p> <p>(b) every Board agenda should start with Declaration of Interests and the Gift Register.</p>	<p>Julie/Jane to prepare paper on the SWAP Audit for next Board; this would make it clear how the Declaration of Interests and Gift Register would work and when to declare.</p>
3. Chairs Opening Remarks	<p>Many congratulations to all on the announcement that we have been awarded up to £23.6M from the Towns Fund.</p> <p>James Heappey said it was a great result for Glastonbury.</p>	
4. Minutes and Matters arising from meeting on 23 April 2021.	<p>Matters arising were all covered on the agenda.</p>	<p>Minutes agreed and to be posted on MDC website.</p>
5. Heads of Terms Letter	<p>Julie and Tina gave a presentation outlining the contents of the letter awarding £23.6M funding. All projects were funded and there were conditions on two projects.</p> <p>There was nothing contentious in the Heads of Terms.</p> <p>Each project will need to underwrite its development costs. In the short-term, MDC would look to underwrite these costs.</p>	<p>Board agreed the Heads of Terms could be signed.</p> <p>Julie to ask Richard Bates (MDC Section 151 Officer) to attend the next meeting ideally or following one if not possible.</p>

	<p>The award was £900k below what we asked for, this will need further dialogue.</p> <p>On a question from the Board, Henry explained the position on determining projects going forward. Once the Heads of Terms have been signed, the Project Confirmation Table is completed and submitted, this Table doesn't have to include all projects. The Towns Fund includes a change process if later failure of a project is possible.</p> <p>Liz felt that it was important that Richard Bates, MDC's Section 151 Officer should attend a meeting. Tina explained that the Support Team is also in regular dialogue with him and that he receives Board papers.</p>	
6. Next steps including timetable	<p>Tina and Jane presented the next steps.</p> <p>The Board asked if they would receive training. It was confirmed there would be appropriate training on the business cases, so they were understood.</p> <p>Simon stressed the importance of projects working together and also having the services of a financial officer(s) as the grant is 1.5 times the annual MDC budget.</p>	Board training on Business Cases to be arranged.
7. Funding Strategy	It was agreed to postpone this item to the next meeting.	Tina to include on next agenda.
8. Updates: <ul style="list-style-type: none"> a. Options for a Legacy Body b. Communications 	<p>a. Options for Legacy Body</p> <p>Julie presented the report. The Board requested that a clear steer be given from the Support Team, based on the advice.</p>	<p>a. Options for Legacy Body</p> <p>Board member to send any questions / queries on the Legacy Body to Tina/Jane.</p>

	<p>Paul's view was that once the key questions were answered, this would determine if a CBS was the right structure.</p> <p>b. Communications</p> <p>Julie and Tina had interviewed this week and hoped to appoint the successful candidate on a freelance basis. The cost would be covered by funds provided by Government.</p> <p>James stressed need to carefully manage the presentational risk of this.</p> <p>Julie confirmed there had been three candidates, but in the end only one had been interviewed. In addition, MDC did not have enough in-house resource for this task.</p>	<p>Paper giving a clear steer and answering Board queries and comments to be on next Board Agenda.</p> <p>b. Communications</p> <p>Appointment confirmation to be shared with Board.</p>
9. Update on Accelerator Projects	<p>Jane presented a summary of what had been achieved by the Accelerator projects. All projects had been completed on time and to budget.</p> <p>Over 2,200 hours of in-kind support from the community had made it all happen.</p> <p>This was a great example of what Glastonbury can do.</p>	<p>Copy of presentation will be circulated to the Board.</p> <p>Final report, including better before and after photos of Building C, to be circulated next week.</p>
10. Any other business	None	
11. Future Board Dates	<p>All at 2pm and by Zoom, with regular email updates</p> <ol style="list-style-type: none"> a. 30 July 2021 b. 10 September 2021 c. 5 November 2021 d. 17 December 2021 e. 04 February 2022 f. 25 March 2022 	