

Agenda

Glastonbury Town Deal Board Meeting 10 September 2021

1400 – 1615 hours using Teams

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 and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
Kama McKenzie	Community Representative
Darryl Mitchard	Melhuish and Saunders
Yvette Naylor	Department for Work and Pensions
Katy Quinn	Strode College
David Ralph	Heart of the South West LEP (for first hour)
Dr Lynne Sedgmore	Community Representative
Cllr Ian Tucker	Glastonbury Town Council

Apologies	Role/Representation
Cllr Simon Carswell	Mendip District Council
Did Not Attend	
Kirsty Mode	Dome Marketing Ltd
Nathan Mode	Dome Marketing Ltd
Louisa Philpot	Arup

In Attendance	Role/Representation
Cllr Jon Cousins	Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Julie Reader-Sullivan	Mendip District Council
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP
Jane Sharp	Mendip District Council
Gerard Tucker	Glastonbury Town Council

Apologies	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Henry Seymour	Cities & Local Growth Unit (BEIS/MHCLG)

Minutes:

Agenda Item	Discussion	Action
1. Welcome and Introductions and apologies	Apologies received from Cllr Simon Carswell, Richard Bates and Henry Seymour. Board resignations received from Nick Owen and Lucy Martin.	Yvette Naylor will attend in place of Lucy Martin, going forward.
2. Declaration of Interests and Gift Register	Members were asked to note it and to indicate any further interests to items on the agenda and if they had received any gifts. No one declared any gifts that required declaration on the Gifts Register.	Tina will add a late conflict of interest from Cllr Ian Tucker regarding the Transport and Travel project to the list and recirculate it with the next Board update.
3. Chairs Opening Remarks	<p>Some discussion took place around future Board meetings and whether or not people can attend face to face. It was agreed that the meetings should remain as they are at present, being held remotely via Teams. We will review regularly.</p> <p>Julie asked the Board if they were happy to continue to meet on Fridays, or would an alternative day be preferred.</p> <p>Robert advised that, with effect from the next meeting on 5th November, the meetings will be recorded. Robert asked if the Board were happy with this arrangement.</p> <p>Robert welcomed Cllr Jon Cousins to the Board. As the Mayor of Glastonbury. Julie welcomed Kerry Haines, who has joined Mendip District Council as Programme Co-ordinator.</p>	<p>The Board are happy with this arrangement.</p> <p>The Board are happy to meet on a Friday and Tina was asked to survey Members through a Board Update as to their preferred time.</p> <p>The Board are happy with this arrangement.</p>
4. SWAP Internal Audit and separate Code of Conduct (Paper 1)	Julie referred to Paper 1, which has been previously circulated. As a requirement of SWAP Internal Audit advised, the Code of Conduct has been taken out	Julie to bring a paper back to the Board confirming that all SWAP audit actions have been closed off.

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	<p>of the Terms of Reference and issued as a separate document.</p> <p>Julie asked the Board to agree the Code of Conduct and the revised Terms of Reference. These were both agreed by the Board.</p> <p>Katy asked if the closure of actions gets picked up through MDC. David asked if we need audit committee to confirm their approval of actions.</p> <p>Tina said we are working very closely with internal audit and Julie advised she has had confirmation of approval from SWAP.</p>	
5. Minutes and Matters arising from meeting on 30 July 2021	Matters arising from the previous minutes are on the agenda.	Minutes of the meeting on 30 July 2021 agreed and will be posted on MDC website.
6. Project Confirmation	<p>Jane advised that the Project Confirmation paperwork, (Annex A, A1 and Monitoring & Evaluation plan) was submitted to, and accepted by, MHCLG by the 31 August 2021 deadline.</p> <p>This confirmed that all 12 projects are being progressed to Stage 2 and reflected the decision to reduce the grant allocations for all projects by – 3.66%, to align with the total grant offer.</p> <p>The paperwork is currently being processed so we would expect to receive some feedback. We will, of course, deal with any enquiries or requests for clarity.</p>	
7. Brief Operational Report (Paper 2)	<p>Item 7, paper 2</p> <p>An Operational Report was circulated in advance of the</p>	

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	<p data-bbox="544 237 1000 309">meeting and details the progress to date.</p> <p data-bbox="544 344 1000 524">The report gives details of all projects, a progress update and any risks we need to highlight so all the information can be found in one place.</p> <p data-bbox="544 560 1000 784">We have started the development of Business Cases. MDC is pre-funding the development costs such as professional fees and planning charges at its own risk.</p> <p data-bbox="544 819 1000 1111">We are also putting in place a dedicated resource to progress Town Deal planning applications. The external support we need will soon be procured to assist us in developing core aspects of the Business Cases.</p> <p data-bbox="544 1146 1000 1294">The overall Programme Risk RAG rating shows as green currently, which will be reviewed on an ongoing basis.</p> <p data-bbox="544 1330 1000 1621">Some discussion took place around the Risk Register and how that would feed into the Board. Julie advised that MDC is the Accountable Body responsible for these projects. This role carries significant legal and financial responsibilities.</p> <p data-bbox="544 1657 1000 1993">David asked if there would be sight of expenditure and KPI's for each project. Tina said we have previously presented a roadmap detailing the process and these reports will come onstream as projects commence the development of their Business Cases.</p>	

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	<p>We are already working with Projects on their Risk Registers and the first formal sight of such will come with the completion of the Strategic Case.</p> <p>Liz asked if money forward funded by MDC is likely to be clawed back. Tina advised that there are two pots of 'prefunding'. One provided by MHCLG which is capital and 5% of the overall programme. If a project fails, the money spent upfront from these MHCLG funds will not need to be refunded. The second pot, MDC's pre-funding is under the authorisation of Section 151 officer and will be reclaimed from the Project eventual allocation where appropriate.</p> <p>Some costs will be funded directly by Mendip because they are supporting wider work. It is in everyone's interests to get these projects through.</p>	<p>Copy of the Section 151 Officer's report to be made available to David.</p>
<p>8. Roles, Responsibilities and Potential Board Linkages (Paper 3)</p>	<p>Tina informed that Richard Bates will attend the majority of board meetings, however, he has sent his apologies this time.</p> <p>Tina advised that Phase 2 needs the expertise of the Board as well as MDC. There are a number of external experts helping us, as well as some internal people. MDC are the Accountable body for the project, and it is critical that all their experts work with us. The Board has strategic and oversight responsibility. All documentation will be signed off by MDC, Section 151 Officer, as well as the Glastonbury Town Deal Board Chair.</p>	

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	<p>Board members discussed the proposal for Board Linkages and agreed that this concept was worth taking forward. Both Julie and Tina gave examples of having done something similar in previous roles.</p> <p>Tina stated that if anyone wishes to volunteer to help, please let her know and that she would seek volunteers through a Board update. Christine advised she would like to help, from a distance, and will give it some thought.</p> <p>Katy asked for clarification as to how the risk will be managed. Tina advised that risk is built in across all the business cases.</p>	<p>Tina to send a Board update seeking volunteers for Board linkages re Projects and Overarching Themes.</p>
<p>9. Legacy Body (Paper 4)</p>	<p>The Legacy Body Proposal paper was circulated in advance of the meeting. Julie advised that the consensus was that a Community Benefit Society option was the preference. Julie said the next steps would be to source an expert to speak at the November 2021 meeting to provide information as to the best option to proceed, with the aim that the structure will be in place by June 2022.</p> <p>Katherine asked what the Legacy Board would do. Julie explained the Legacy Body will hold the assets for the appropriate projects from within the Town Deal as agreed during the Business Case Development, hold an agreed percentage of profits made from the individual projects and to utilise those profits for the benefit of Glastonbury.</p>	

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	<p>Some discussion took place around the possibility of the success affecting any future funding applications. Individual projects would be able to apply for potential funding. Lynne thanked Julie for a fabulous paper and is happy to agree with the suggestion.</p> <p>The Board is asked to support the recommendations detailed in the paper. Liz suggested the Board re-confirms their approval for an expert to attend, as it is such an important issue.</p>	<p>The Board agreed they would welcome the opportunity to discuss further with representation from an expert at the November meeting.</p>
10. Communications	<p>Julie and Tina gave an update on Communications:-</p> <ul style="list-style-type: none"> • Work undertaken by Dome <ul style="list-style-type: none"> ○ A number of press releases ○ Regular interview slot on Glastonbury FM ○ ITV West Country ○ The Leveller ○ Social media posts and Twitter account set up ○ Re-organisation of the website with the hope to move soon to a GTD website <p>Tina thanked the Board for helping with the social media comments. The FAQ's, thus far, can be found here:-</p> <p>https://www.mendip.gov.uk/article/10322/Glastonbury-Town-Deal-Frequently-Asked-Questions</p> <p>It was agreed that some content would be prepared for school assembly presentations.</p>	<p>Preparation of content for Assemblies to be discussed with Dome and also the Skills Meeting</p>

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11. Any other business	The Board was reminded about the open day for Board Members and Projects on October 1 st – from midday until 4pm.	
12. 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>Robert advised that the Legacy Board discussion, at the moment, is confidential and should not be shared outside this meeting. Ian asked why.</p> <p>Some discussion took place and it was agreed that, whilst the formation of a Legacy Body, in itself, is not confidential the final format and possible membership has not yet been agreed, therefore, it should remain confidential.</p>	
13. Future Board Dates	<p>All at 2pm and by Zoom (unless otherwise agreed)</p> <ul style="list-style-type: none"> a. 5 November 2021 b. 17 December 2021 c. 04 February 2022 d. 25 March 2022 e. 29 April 2022 f. 27 May 2022 g. 24 June 2022 h. 29 July 2022 i. 9 September 2022 	Regular email updates to continue between Board meetings