

Agenda

Glastonbury Town Deal Board Meeting 5 November 2021

1400 – 1600 hours using Teams

Present	Role/Representation
Dr Lynne Sedgmore	Temporary Chair
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
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 Byford	Strode College and substitute for Katy Quinn
David Ralph	Heart of the South West LEP
Cllr Ian Tucker	Glastonbury Town Council

Apologies	Role/Representation
Robert Richards	Chair and Glastonbury Festivals
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Darryl Mitchard	Melhuish and Saunders
Did Not Attend	
Cllr Jon Cousins	Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)

In Attendance	Role/Representation
Jeanette Clarke	SWAP Internal Audit Services
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Nathan Mode	Dome Marketing Ltd
Diana Moore (Guest)	Wessex Community Assets
Julie Reader-Sullivan	Mendip District Council
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP
Jane Sharp	Mendip District Council

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

Minutes:

Agenda Item	Discussion	Action
1. Welcome and Introductions and apologies	Julie welcomed Dr Lynne Sedgmore to the Board as Temporary Chair.	
2. Legacy Body	<p>Lynne welcomed Diana Moore, from Wessex Community Assets, to the meeting who has significant experience in Community Benefit Societies (CBS).</p> <p>Diana Moore shared a PowerPoint presentation and explained the benefits available from a CBS.</p> <p>Questions were raised by David, Paul, Ian and Simon.</p> <p>Tina re-iterated that we hope to set up a Legacy Body to follow on from the specific delivery of the projects, and not a CBS for the Projects, either collectively or individually.</p> <p>Lynne asked Board members to raise hands in favour of setting up a CBS. Lynne confirmed that everyone was in agreement and, therefore, approved the setting up of the Legacy Body, by way of a CBS.</p>	<p>Diana had sent a handout from her PowerPoint presentation to share with Board attendees. Action: Tina Support Team to progress the setting up of a CBS.</p> <p>Lynne confirmed this information could be shared.</p>
3. Declaration of Interests and Gift Register	<p>No one declared any gifts that required declaration on the Risk Register.</p> <p>Tina had made an amendment relating to the Temporary Chair's husband who is no longer a Director of the Sustainable Environment Company.</p>	Tina to circulate the amended version of the Declaration of Interests Relating to Projects form.
4. Temporary Chairs Opening Remarks	Lynne advised that Robert has started to communicate by text.	

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<p>– update from Board Away Day, Chair</p>	<p>Ian also advised that Robert is now out of hospital and is communicating by text and email.</p> <p>There was an update on Gerard Tucker. He is feeling better and is planning to return to work on Monday 8th November 2021.</p> <p>Lynne stated that the Board Away Day held on 22nd October was successful and a useful exercise, with 8 board members and 3 officers in attendance.</p> <p>Lynne advised that we will be seeking some additional support from Kate Willard, with the intention of running another development session.</p> <p>Lynne also advised that she attended a Town Deal Board session with a number of other Boards and came away feeling confident that we are making good progress on our Town Deal.</p>	<p>Lynne is finalising a report, following the event, which she will then share with Board members.</p>
<p>5. Business Case Briefing – Economic Case and update on Strategic Case</p>	<p>Tina shared a PowerPoint presentation regarding The Economic Case.</p> <p>Tina explained that she would like to revisit the Economic Case, confirm the assurance questions that need to be considered and seek support from Board members to ensure the Projects move as smoothly as possible.</p> <p>Tina explained that we need to get through the Planning and Land stages as quickly as possible.</p>	<p>Tina to share the PowerPoint presentation with Board members.</p>

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6. Minutes and Matters arising from meeting on 10 September 2021	Matters arising from the previous minutes are on the agenda.	<p>Minutes of the meeting on 10 September 2021 were agreed and will be posted on MDC website.</p> <p>Lynne advised that future Board meetings will be recorded.</p> <p>Lynne stated that the SWAP audit paper will be carried forward to the December Board meeting.</p>
7. Brief Operational Report (Paper 1)	<p>Jane's report had been circulated, along with the Board papers, in advance of the meeting.</p> <p>Jane advised that the Project Familiarisation Day held on 1st October was a positive session, with an opportunity for each Project Lead to share information about their particular project. We intend to hold similar events periodically.</p> <p>Jane informed the meeting that the team from Mott MacDonald came to Glastonbury to meet the GTD support team. This session included a walk around some of the project sites. We were able to have an informed discussion around templates, business case development and a number of other topics. The projects have been divided into 3 cohorts for the work with Mott MacDonald and the first cohort will have a good draft available before Christmas 2021.</p> <p>Paul raised a concern around Project 7 – Glastonbury Food & Regenerative Farming. Jane explained that some internal</p>	

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	<p>discussions are taking place to agree the best way forward.</p> <p>Kama raised a concern around Project 6 – St Brigid’s Chapel and Field. The site has now been cleared; however, it has been left in poor order. Kama asked what plans are in place to tidy up. Julie advised she understands that SCC have secured the site.</p>	
8. Enabling Project and Land Use	<p>Julie gave a verbal update on the Enabling Project and Land use.</p> <p>Julie explained that there is not a lot of suitable land in Glastonbury and the options are minimal. The land usage is restricted due to flood risks.</p> <p>Some further discussion took place around this matter.</p>	
9. Finance (Paper 2)	<p>The finance paper was circulated to the Board, in advance of the meeting.</p> <p>Some discussion took place around releasing some of the information. It was agreed that a ‘Statement to use with others’ could be shared, if required.</p> <p>Some discussion took place around future reporting and Julie agreed to update the Board as and when there is a development, or as and when is appropriate.</p> <p>It was agreed, and acknowledged that, accountability is important.</p>	Tina to share the Statement with Board members.
10. Communications	Lynne updated the meeting around Communications.	

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	<p>Lynne advised she has a report detailing 28 actions that have taken place. There is a lot going on and it is important that we all feel confident as a Board.</p> <p>Nathan summarised the key outputs since the last Board meeting. These include press releases, media relations and sharing information on social media.</p> <p>Nathan reiterated how important the Stakeholder work is.</p>	<p>Tina to share Nathan's Summary report with Board members.</p>
<p>11. Any other business</p>	<p>Cllr Christine Lawrence asked if she could have the presentations.</p>	<p>It was agreed that the presentations would be shared with Board members.</p>
<p>12. Clarity about confidentiality, communication and close</p>	<p>It was agreed to seek clarification, at the end of each meeting, on any confidential issues discussed.</p> <p>Lynne advised that the land issue Julie mentioned remains confidential.</p> <p>SWAP Audit remains confidential and will be discussed further in the December board meeting.</p> <p>Lynne thanked everyone for attending today. Lynne asked if Board members would be happy to give feedback following the meetings, by way of an interactive session through Mentimeter. Lynne asked if attendees would state what they liked about the meeting and also to identify one change they would like to see.</p>	

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6. Future Board Dates	All at 2pm and by Zoom (unless otherwise agreed) a. 17 December 2021 b. 04 February 2022 c. 25 March 2022 d. 29 April 2022 e. 27 May 2022 f. 24 June 2022 g. 29 July 2022 h. 9 September 2022	Regular email updates to continue between Board meetings