Agenda

Glastonbury Town Deal Board Meeting 17 December 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
Cllr Jon Cousins	Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
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
Cllr Ian Tucker	Glastonbury Town Council

Apologies	**Role/Representation**
Jacqueline Cross	Community Representative with NHS background
David Ralph	Heart of the South West LEP
Robert Richards	Chair and Glastonbury Festivals

In Attendance	R**ole/Representation**
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Nathan Mode	Dome Marketing Ltd
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)
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	Lynne welcomed everyone to the meeting.	
2. Declaration of Interests and Gift Register	No one declared any gifts that required declaration on the Risk Register. There were no further amendments to the Declarations of Interest table. Declaration of Interest - Ian Tucker advised that, as his team engaged fully in the mediation process, he will not be participating in the discussion or voting when item 7, paper 3, is discussed.	
3. Temporary Chairs Opening Remarks (Paper 1)	Lynne advised she'd like to discuss the Board Development work and provide an overview of the second Board development session held on 25th November. 'It is important that we don't become a board that tries to deliver and gets stuck in the weeds.' Five priority themes were articulated and were detailed in Paper 1. There are some cross cutting themes around all of the projects that have an inter-dependence and will contribute to the development of the Business Cases. Some discussion took place around KPI's being moved up in the list from 4 to 2. Tina advised that the support team meets with every project at least on a monthly basis. Julie stated that any Board member would be welcome to attend these meetings. Please	Representation form Board members to work on the cross-cutting themes was captured.

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	let us know and we can send an invitation. Board members are asked to agree the five Board development and performance priority themes and associated actions presented above.	All agreed.
4. Minutes and Matters arising from meeting on 5 November 2021	Matters arising from the previous minutes are on the agenda.	Minutes of the meeting on 5 November 2021 were agreed. Julie advised that SWAP audit cannot sign things off that have already happened or are learning points. Actions have been taken to rectify the outstanding issue and the collation of invoices is ongoing.
5. Assurance Framework and Business Case progress	Julie presented an outline of the Assurance Framework which the team, including the Section 151 Officer, Richard Bates, are currently working on. A full, detailed, document is being developed. Some discussion took place around tabling the Business Case progress at future Scrutiny and Cabinet meetings. It was agreed that these discussions should start with the Board for specialist local knowledge, then discussed at Scrutiny, then at Cabinet. Any help the Board members could give, would be greatly appreciated. There will be lots of information available on social media, with FAQ's, and each project will have their own consultation	The Assurance Framework will continue to be developed and will be shared with the Internal Auditors. High Level Business Case Progress Table to be presented at each Board Meeting until Business Cases are submitted.

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	event. There will be display boards in a number of locations around the town, as Business Cases progress. Some discussion took place around the financial accountability for the projects. Tina advised we will have an audit process in place, with regular reviews throughout the year. A full document, including important elements around procurement, conflict resolution and detailed documents, as appendices, is currently being developed. Tina briefly presented a high-level table which captures current progress of each project's Business Case. This table will be presented for review at each Board Meeting until the Business Cases are submitted.	
6. Brief Operational Report (Paper 2)	Jane presented the Operational Report, to keep the Board appraised of the operational progress of the twelve projects in the Glastonbury Town Deal. At this stage, all projects are working on their HM Treasury Green Book Business Cases which will be submitted by 30th June 2022, after going through the Approval Process set out by MDC. The Board is asked to note the contents of this paper.	
7. Glastonbury Environment Centre Project –	The Board is asked to review the information contained in Paper 3 and to consider the options outlined in the table,	Lynne and Julie agreed to update those concerned regarding the Board decision. [a meeting was

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Confidential (Paper 3)	then to provide a clear steer to the Support Team as to the agreed way forward. The Board, unanimously, agreed to Option 3. A meeting will be held to discuss this further with the Project Lead(s).	subsequently arranged for 30 December 2021.]
8. Communications update (Paper 4)	The purpose of the paper is to report on the key communications outputs delivered since the Board meeting on 5 November 2021. Also attached is the high-level forward plan for next year. The Board is asked to note the contents of this paper. Jon Cousins wondered if it is possible to have an indication of the number of impressions and engagements, the number of followers and how many people are seeing the posts. Nathan confirmed it is possible to gain more data on the number of followers, etc and the wider Support Team do take account of these statistics. The GTD support team are currently working on a stand-alone website.	
9. Clarity about confidentiality, communication and close	It was agreed to seek clarification, at the end of each meeting, on any confidential issues discussed. Using Mentimeter. There are two questions for feedback: 1. What do you think the Board has been successful at? 2. What have you most enjoyed about being on the Board?	Item 7, paper 3, is a confidential issue. Mentimeter results were captured.

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	Lynne stated the Board is incredibly committed and would like to thank everyone for the amount of time that they have given to date.	
10. Future Board Dates	All at 2pm and by Zoom (unless otherwise agreed) a. 04 February 2022 b. 25 March 2022 c. 29 April 2022 d. 27 May 2022 e. 24 June 2022 f. 29 July 2022 g. 9 September 2022 h. 28 October 2022 i. 25 November 2022 j. 16 December 2022	Regular email updates to continue between Board meetings