

**Glastonbury Town Deal Board**  
**Minutes of the Board meeting held on Friday 5 March 2021**  
**At 2pm On Zoom**

<b>Present</b>	<b>Role/Representation</b>
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 Liz Leyshon	Somerset County Council
Paul Manning	Glastonbury Chamber of Commerce
Lucy Martin	Department of Work and Pensions
Kama McKenzie	Community Representative
Katy Quinn	Strode College (alternate)
Dr Lynne Sedgmore	Community Representative
Cllr Ian Tucker	Glastonbury Town Council

<b>Apologies</b>	<b>Role/Representation</b>
Cllr David Hall	Somerset County Council
Louisa Philpot	Arup
David Ralph	Heart of the South West LEP
<b>Did Not Attend</b>	
Darryl Mitchard	Melhuish and Saunders
Nick Oliver	Cooper and Tanner

<b>In Attendance</b>	<b>Role/Representation</b>
Cllr Jon Cousins	Mayor of Glastonbury
Ed Forrest	My Mendip (for this agenda item only)
Katriona Lovelock	Somerset County Council
Tina McEwen	Glastonbury Towns' Fund 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

<b>Apologies</b>	<b>Role/Representation</b>
Paul Hickson	Somerset County Council
Anwen Jones	Cities & Local Growth Unit (BEIS/MHCLM)
Henry Seymour	Cities & Local Growth Unit (BEIS/MHCLG)

Minutes:

Agenda Item	Discussion	Action
1. Welcome and Introductions	<p>Robert welcomed everyone.</p> <p>Apologies had been received from Cllr David Hall, Paul Hickson, Anwen Jones, Louisa Philpot, David Ralph and Henry Seymour.</p>	
2. Chairs Opening Remarks	<p>Announcement of next cohort of towns has in part received negative PR; we need to maintain positive PR about the Glastonbury Town Fund.</p> <p>James Heappey mentioned two funds to be announced, i.e. Community Renewal Fund and the Levelling Up Fund which he hoped would benefit other towns in Mendip &amp; Somerset.</p> <p>Julie also mentioned the possibility of other funding being available to the District.</p>	See item 8.
3. My Mendip	<p>Presentation by Ed Forrest.</p> <p>Explained this as a shopping and community platform which will be built up gradually. It aims to make it easier to buy locally and more conveniently. In early stages currently.</p> <p>There are opportunities to work collaboratively including delivery options.</p> <p>It is a jointly funded operation with MDC and has KPIs to achieve. A procurement process was undertaken</p>	
4. Minutes and Matters arising from meeting on 22 January 2021.	<p>Matters arising were and are all either completed or underway.</p> <ul style="list-style-type: none"> <li>• Tina to pick up Comms after 29 January</li> <li>• Jane to continue to monitor the delivery of the Accelerator Projects</li> </ul>	Minutes agreed and can now be posted on MDC website.

	<ul style="list-style-type: none"> <li>• Support team to address queries/clarifications raised on content.</li> <li>• Programme management to be discussed at the next Board meeting on 5 March.</li> <li>• Simon and Liz to support if needed re resourcing</li> <li>• Space requested for Happy Elders Group</li> </ul>	
5. Changing roles between Mendip District Council and the Towns' Fund Board	<p>Julie and Tina took the Board through a presentation covering this agenda item and also 6 and 7.</p> <p>MDC is the accountable body. The Town Deal Board has an important advisory &amp; strategic role.</p> <p>More discussion needed on Board role re balance between 'input' and 'have sight of/be communicated on'.</p>	<p>Board Terms of Reference to be reviewed at next meeting on 23 April.</p> <p>Board to meet bimonthly from now on, with regular updates sent in between.</p>
6. Possible Legacy Legal Structure	<p>Board expressed wish for this to be agreed quickly as people in the community were already interested in this and how it would work.</p>	<p>Options paper on legal structures to be presented to the Board in good time before next meeting on 23 April.</p>
7. Update on next steps re Town Investment Plan	<p>Once Heads of Terms are signed, we have two months to confirm projects and up to twelve months to complete &amp; submit detailed business cases.</p> <p>Next steps were outlined with initial actions already being underway.</p> <p>Content of business cases must fit with Green Book and include 5 sub-cases. This is complex and there will be a lot of work building up the detail.</p> <p>Some external support needed.</p>	<p>Julie to continue discussing resourcing and to report back on request for additional funding.</p> <p>Respond to request for Glastonbury Town Clerk to be part of Support Team.</p> <p>Next agenda:</p> <ul style="list-style-type: none"> <li>• Update on the future of local government in Somerset and how we will ensure GTD has continuity &amp; resource.</li> <li>• Availability of funding, expertise and skills in developing projects.</li> </ul>

	<p>Important someone is able to lead or deputise or be a single point of contact for each project. Support Team will work directly with each Project Leader in the next few weeks.</p> <p>Project teams will have access to training and capacity building.</p> <p>Project budgets include up to 10% revenue which can be used to develop projects, gaining permissions, etc.</p> <p>MDC has applied for further capacity building funding.</p> <p>The change in local council structures to the proposed unitary /unitaries version highlighted as a key risk.</p> <p>The possibility of a more social enterprise approach rather than stick to a rigid one like Prince 2 was raised.</p> <p>The Board thanked the Support Team for all its hard work.</p>	
<p>8. Draft Communication Plan</p>	<p>Ideally Board will do a lot of comms work to help be more fleet of foot on getting PR out.</p> <p>Good news stories important.</p>	<p>PR on completed Accelerator Fund projects.</p> <p>Support Team to deliver on their nominated communication responsibilities.</p>
<p>9. Update on Accelerator Projects</p>	<p>All projects are very busy as we are nearing completion date of 31/03/2021. All are on track to complete to budget.</p> <p>Liz felt that the delivery of the Accelerator Projects demonstrated the best of Glastonbury working together and building on its strengths. She emphasized the importance of good communication about the results.</p>	<p>Jane to circulate update summarising progress.</p> <p>Support Team and Board Members to ensure good communication about the delivery of the Accelerator Projects.</p>

10. Any other business	None	
11. Future Board Dates	All at 2pm and by Zoom, with regular email updates a. 23 April 2021 b. 11 June 2021 c. 30 July 2021 d. 10 September 2021 e. 5 November 2021 f. 17 December 2021 g. 04 February 2022 h. 25 March 2022	