



HM Government

# Glastonbury Town Deal

## Glastonbury Town Deal Minutes of the Board meeting held on 29 July 2022 1400 – 1630 hours using Teams

<b>Present</b>	<b>Role/Representation</b>
Dr Lynne Sedgmore, CBE	Chair
Ian Black	Department for Work and Pensions
Cllr Jon Cousins	Community Representative and Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
Jacqueline Cross	Community Representative with NHS background
Paul Knight	Business Representative
Kama McKenzie	Community Representative
David Ralph	Heart of the South West LEP
Ian Tucker	Business Representative
Cllr Michael White	Glastonbury Town Council
Richard Winterbottom	Business Representative
<b>Apologies</b>	<b>Role/Representation</b>
James Heappey	Vice Chair and Member of Parliament
Jill Barker	Glastonbury Chamber of Commerce
Cllr Simon Carswell	Mendip District Council
Alison Leaverland	Strode College
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
Darryl Mitchard	Melhuish and Saunders
<b>In Attendance</b>	<b>Role/Representation</b>
Erin Davey	Cities and Local Growth Unit, DLUHC
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Nathan Mode	Dome Marketing Ltd
Julie Reader-Sullivan	Mendip District Council
Jane Sharp	Mendip District Council
<b>Apologies</b>	<b>Role/Representation</b>
Richard Bates	Mendip District Council (Section 151 Officer)
Conor Ogilvie-Davidson	Glastonbury Town Council
Dr John Revill	Strode College
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and apologies	Lynne welcomed everyone to the meeting. Apologies had been received as above.	
2	Declaration of Interests and Gift Register	<p>No-one declared any gifts that required declaration on the Risk Register and any changes notified to Tina have been made to the Project Declaration of Interests form.</p> <p>Ian T asked that, as he is no longer representing Glastonbury Town Council, 'Cllr' be removed from his name.</p>	Tina to remove 'Cllr' from Ian T's name.
3	Chairs Opening Remarks	<p>Lynne advised that she, Julie and Jane met with Government representatives on 12<sup>th</sup> July, which gave the civil servants an opportunity to visit some of the projects and meet their Project Leads.</p> <p>Julie said it was a helpful day in terms of gaining the understanding of the Town Deal from both sides and Erin confirmed that she and her team had found it to be a very useful and positive day with good communication.</p> <p>Liz had notified Lynne that the process to identify the GTD Board representative, which will be at a suitable level, from the new Somerset Council was underway, with an announcement likely to be made and notified in August.</p>	Tina to notify the Board of the appointment once confirmed.
4	Minutes and Matters Arising from meeting on 24 June 2022	<p>Minutes of the meeting on 24 June 2022 were agreed, noting that Jon Cousins had not been at that meeting. Progress on Matters Arising from that meeting was noted.</p> <p>Lynne advised that the Board Development date will take place on 2<sup>nd</sup> November 2022 at Abbey House, Glastonbury and Kate Willard will be in attendance, and is in dialogue with Kate regarding the agenda with a focus on moving into the delivery</p>	<p>Kerry to amend the minutes and record Jon's apologies.</p> <p>The Support Team to notify the Board of the date, time and venue of the Board Development day.</p> <p>Board members to continue to provide feedback on</p>

	Agenda Item	Discussion	Action
		<p>phase and what it means for Board members.</p> <p>Lynne also mentioned the importance of feedback from Board members and said she will be urging Members to contribute to that process at the end of the meeting.</p>	<p>meetings and the performance of the Board and Chair</p>
5	Strategic Risk Register	<p>Review of Strategic Risk Register – Paper 1 was distributed in advance of the meeting.</p> <p>Tina advised that, following discussion at the last Board meeting, the Risk Register has been updated with the addition of risks 4, 5 and 6.</p> <p>The Risk Register will be brought to the Board on a 6 monthly basis for review.</p>	<p>Strategic Risk Register to be reviewed on a 6 monthly basis, the next review by January 2023.</p>
6	Last look at Robert Richards Initiative	<p>Jane and Tina led the Board through the PowerPoint presentation, noting that Members were already familiar with its content.</p> <p>Jane advised that this presentation serves as a useful reminder of the Business Case and emphasised how useful this process had been, particularly given the gestation of this Project.</p> <p>This is essentially a Project which provides the ‘glue’ and will impact on the rest of the GTD. It has had a positive response from Government and will provide a legacy for Robert Richards, as well as delivering the outputs, outcomes and impacts.</p> <p>Following review of this Business Case by the Scrutiny Task &amp; Finish group, some amendments have been made: strengthening the introduction, including more information about what was to happen with each building and correction of any grammar and typographical errors.</p>	<p>Support Team to circulate the RRI PowerPoint presentation.</p> <p>Jane to liaise with Ian T regarding a representative from the Conservation Society to attend the ‘path’ workshop in September</p> <p>The Support Team to submit this project to Cabinet and then to HM Government.</p> <p>Tina to produce a timetable for the delivery of this Project.</p>

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		<p>The next steps for this project are to formalise arrangements with the OU and Strode College, refine proposals for the Baily's Buildings, The Life Factory and Glastonbury Enterprise &amp; Innovation Centre, work with partners to develop the multi-user path network and ensure that the project, particularly the website, has longevity beyond GTD.</p> <p>The Open University and Strode College are working together and have the possibility of their work to start in advance of work on the buildings and the development of the path network. Julie mentioned that this collaboration with the OU is a very unique opportunity, being the first of its kind nationally.</p> <p>An educational meeting has been diarised for 8<sup>th</sup> August with the OU and Strode College to discuss the operational aspects in more depth. Lynne continues to be impressed with John Revill's commitment to move Strode to a community college and his engagement with this process.</p> <p>Jane said there will be a workshop in September to discuss the Beckery path network and Ian T asked that a representative from the local Conservation Society be invited.</p> <p>David requested we pay attention to 'protected characteristics' and who is benefitting from the GTD. Tina confirmed this matter is included in each Business Case.</p> <p>Lynne asked if the Board were in agreement for this project to go forward to the next stage.</p> <p>Decision: the GTD Board agreed this project could move to the next stage with MDC's Cabinet. All felt that the</p>	

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		Project was exciting and that it's development had been well done.	
7	Legacy Body	<p>Julie outlined the process by which a legal firm had been appointed to assist the Board. Four firms had been interviewed with one standing out because of its experience, including membership of similar bodies. Hempsons had been appointed with work scheduled to start in September.</p> <p>This matter will be brought back to the October Board and will include revisiting the decision to establish a Community Benefit Society.</p> <p>Paul K asked whether local firms had been involved in the process and Julie confirmed that some have a local presence and that specialist expertise was required in this instance.</p> <p>Lynne said that the most local firm did not have sufficient expertise and that it was important that a Legacy Body was set up with the community to ensure ownership and engagement. The interview was robust and Hempsons will also train the Board at the appropriate time, as well as working with us rather than simply telling us what to do.</p> <p>Lynne went on to say that she had enjoyed the robust process and that two out of the four firms interviewed had been shortlisted.</p>	Tina to put on October Board Agenda
8	Confidentiality, feedback Future agendas: Finances, Legacy Body, Diversity Statement, Safeguarding Statement	<p>Lynne advised that the RRI Business Case was sensitive and confidential and, therefore, should not be shared outside of this group.</p> <p>Kama suggested that we have a statement that the Board acknowledges its responsibilities in relation to Governance and Safeguarding as the processes progress. Kama has prepared a draft</p>	<p>Lynne to re-run the Skills Audit before November.</p> <p>Support Team to continue working on the next Open event.</p>

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		<p>document and will forward to the Officers for review and comment, before being presented to the Board.</p> <p>Lynne said that if any Board members have any areas of expertise and ideas for moving to the delivery phase, there may be opportunities for Board members to become more inclusive.</p> <p>Kama gave an update regarding the video clips. The Comms team are working on a plan, for September, to gather feedback from local students.</p> <p>Lynne thanked Nathan and team for the ongoing communication work.</p> <p>Paul K suggested the Skills Audit be updated and Lynne proposed that be done in conjunction with the preparation for the Board Workshop on 2<sup>nd</sup> November.</p> <p>Paul K asked if a date had been identified for the next Open event and Julie advised that this would not happen until we had received the funding announcement. She went on to say that such a day would comprise an Open event in the morning, with an afternoon session tailored around skills and employability.</p> <p>Lynne asked that each Board member provide feedback by putting their comments into the chat: one positive comment and one indicating an area for improvement/change. The feedback will be shared as part of a Board update.</p>	<p>Kama to forward her Safeguarding statement to Tina.</p>
9	Future Board Dates	<p>Lynne asked the Board to take note of the new meeting dates, which will take place every 6 weeks from 29 July 2022 meeting.</p>	<p>Regular email updates to continue between Board meetings</p>

	Agenda Item	Discussion	Action
		All at 2pm and by Teams (unless otherwise agreed) <ul style="list-style-type: none"> <li>a. 2 September 2022</li> <li>b. 21 October 2022</li> <li>c. 2 December 2022</li> <li>d. 3 February 2023</li> <li>e. 17 March 2023</li> <li>f. 28 April 2023</li> <li>g. 9 June 2023</li> <li>h. 21 July 2023</li> <li>i. 22 September 2023</li> <li>j. 1 December 2023</li> </ul>	