



HM Government

Glastonbury Town Deal

Glastonbury Town Deal Minutes of the Board meeting held on 21 October 2022 1400 – 1600 hours at Strode College and using Teams

Present	Role/Representation
Dr Lynne Sedgmore, CBE	Chair
Ian Black (by Teams)	Department for Work and Pensions
Jill Barker	Glastonbury Chamber of Commerce
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 (by Teams)	Business Representative
Kama McKenzie	Community Representative
Paul Manning	Glastonbury Chamber of Commerce
David Ralph (by Teams)	Heart of the South West LEP (until 3.30pm)
Dr John Revill	Strode College
Ian Tucker	Business Representative
Cllr Michael White (by Teams)	Glastonbury Town Council
Sheridan Robins (by Teams)	Parliamentary & Comms Aide to James Heappey MP
Richard Winterbottom (by Teams)	Business Representative
Apologies	Role/Representation
Cllr Simon Carswell	Mendip District Council
James Heappey	Vice Chair and Member of Parliament
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Darryl Mitchard	Melhuish and Saunders
In Attendance	Role/Representation
Erin Davey	Cities and Local Growth Unit, DLUHC
Kerry Haines (by Teams)	Mendip District Council - minutes
Tina McEwen (by Teams)	Glastonbury Town Deal Support Team
Nathan Mode (by Teams)	Dome Marketing Ltd
Conor Ogilvie-Davidson (by Teams)	Glastonbury Town Council
Julie Reader-Sullivan	Mendip District Council
Jane Sharp	Mendip District Council
Apologies	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and Apologies	<p>Lynne welcomed everyone and thanked John Revill for hosting this meeting.</p> <p>Apologies had been received as above.</p>	
2	Declaration of Interests and Gift Register	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.	
3	Chairs Opening Remarks	<p>Lynne reminded the Board that the Development Day is fast approaching, and will be held on 2nd November 2022 at Abbey House. The programme will be circulated to Board members early next week.</p> <p>Lynne said that as far as the Skills Audit is concerned, she is in receipt of completed documents for the new Board Members, and unless anyone has sent in updates, she will use the previously completed documents for all other Members.</p> <p>Lynne went on to say that, as part of the external Board evaluation process and the KPI's, she is working on three tenders and would like two Board members to conduct the interviews with her.</p> <p>Lynne advised that the next GTD Open Day will be held on 24th November 2022 from 11am-3pm. There will also be an annual Open Day held in March each year, the first one being on Saturday 18th March 2023, time and venue to be confirmed.</p>	<p>Tina to circulate the programme to Board members.</p> <p>Board Members to volunteer to participate in tender for Board evaluation process.</p>
4	Minutes and Matters Arising from meeting on 2 September 2022	<p>Minutes of the meeting on 2 September 2022 were agreed.</p> <p>Progress on Matters Arising from that meeting was noted.</p> <p>The Legacy Body update will be moved to the December meeting.</p>	

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		<p>Julie was to convene small group of Board members to update them on developments relating to the Enabling Project. It was agreed that this would take place on 2nd November at 3pm, after the Board Development session.</p> <p>All other items are on the agenda.</p>	
5	Situational Report including Comms and Finance update	<p>Jane reiterated that Government have approved all 11 Business Cases and we have, therefore, secured the whole £23.6M Towns Fund grant.</p> <p>The Board thanked the Support Team for their hard work. Lynne had previously thanked the Board, the Support Team and all the Projects for their contribution to this process.</p> <p>Jane advised that the Support Team continues to prepare for the delivery phase which includes receiving the draft delivery and operational plans, and, in some cases, helping to strengthen governance. A series of training sessions for Project Leads has commenced with core topics such as the Grant Funding Agreement, financial management, procurement and leadership.</p> <p>Jane highlighted that planning applications have been submitted and validated for 2 projects, and these are Glastonbury Sports & Leisure Hub and The Baily's Buildings. Planning applications are expected for Glastonbury Abbey Piazza and St Dunstan's Health & Wellbeing Centre during November.</p> <p>Activist Group continues to meet with potential funders on a strategic approach to match funding and gauging interest in Town Deal projects and are delivering a Funding Workshop on 24th October 2022.</p>	Further detail on retained finance to be brought to the next meeting.

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		<p>Jane drew the Board's attention to the section titled 'Concerns highlighted' and advised that all 3 projects have since made progress, including accessing pre-funding for the Baily's Buildings Project. A good delivery plan has been received from The Life Factory.</p> <p>The Glastonbury Clean Energy Project is progressing well and has now identified land to purchase. They have agreed to put solar panels on the Sports & Leisure Hub, as well as talking to other Projects about the potential use of solar panels on their roofs.</p> <p>The Financial Summary indicated that MDC will hold back a final payment until works are complete, as well as retaining a percentage for Programme Management on the basis that any unspent Grant would be returned to Projects.</p> <p>Further discussion took place around the appropriate amount being retained prior to completion, as each project differs, and it was agreed that additional consideration be given to the percentage amount, by the Officers, and brought back to the next Board meeting.</p> <p>Nathan referred the Board to the Communications update, which highlights the amount of engagement since the last meeting. Jon and Lynne thanked Dome Marketing for their hard and impressive work.</p>	
6	Review of Vision, Terms of Reference and Code of Conduct	Lynne asked the Board to agree the revised version of this paper and highlighted the main changes. These included changes to the Objectives, to reflect our Vision and updates to Section 3, including the importance of regular attendance at Board meetings.	Tina to amend page 3, paragraph 3 of the Terms of Reference.

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		<p>Lynne went on to say that the Board remains strategic and are overseeing the delivery element so these amendments reflect this and take the Board in to the next phase.</p> <p>Attention was brought to Page 3, Paragraph 3, referring to Glastonbury Festival The sentence around Covid 19 should be amended.</p> <p>The Board agreed these changes.</p>	
7	Safeguarding Statement	<p>The Board is asked to review, discuss and agree to content of this paper.</p> <p>Kama referred the Board to Paper 3 and asked the Board for any questions or comments.</p> <p>Some discussion took place around policies and procedures and it was acknowledged that the Projects vary in their constitutions and stages of development.</p> <p>Tina advised there will be something appropriate within the Grant Funding Agreement; contractually we will need the Projects to have something in place.</p> <p>This paper, as with the other Foundation Statements, embodies the Board's ethos and evidences that to the community.</p> <p>Jacqueline suggested that Cllr Shearer be approached, and advised of the GTD Board Safeguarding statement from a Health & Wellbeing perspective, to enable us to demonstrate system integration at a local level.</p> <p>It was also agreed that signposting Projects to specialist organisations for basic policies would be helpful and further discussion took place with suggestions of templates,</p>	<p>Julie to engage with Cllr Shearer around demonstrating system integration.</p> <p>Julie to review what additional support could be provided to projects in terms of HR related policies/procedures</p>

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		<p>policies and procedures being incorporated into a document for projects. Ultimately, the projects will be responsible for these matters themselves.</p> <p>The Board agreed to approve the Safeguarding statement.</p>	
8	Overarching Learning and Skills Agenda	<p>John R explained that it would be helpful to meet with each one of the Projects Leads to look at how education and skills can be woven into the programme. The aim would be to consider future skills needs, including shortages and schools' requirements in the long and short-term.</p> <p>It was agreed that John R would approach the Project Leads directly. Julie would be keen to marry this work up with the existing work undertaken by MDC, and Tina and Jane would appreciate being copied into the results of any meetings.</p> <p>An ideal opportunity to discuss this further, and to network, would be at the Open Event on 24th November 2022.</p>	Tina to send the Project Leads contact details to John R.
9	Draft Grant Funding Agreement	<p>Jane presented the Grant Funding Agreement (GFA) PowerPoint slides and explained that the GFA is a legal document with MDC being the funder and the organisation being the recipient.</p> <p>The GFA will consist of a core section which will be the same for all Projects and bespoke sections that will differ for each. Jane highlighted the content of both the core and bespoke sections.</p> <p>Schedule 1: the overview of a particular Project, specification for the works and review points.</p> <p>Schedule 2: grant payments and how to make a claim.</p>	Tina to circulate a form of words to the Board around Government's commitment to the funding.

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		<p>Schedule 3 relates to Monitoring & Evaluation, including the outputs, outcomes and indicators from the Business Cases.</p> <p>The Board was reminded that two of the projects (The Enabling Project and Food & Regenerative Farming) also have conditions attached to them which are outlined in the Heads of Terms documents.</p> <p>Jane highlighted the importance of accounts, records and monitoring reporting as well as regular auditing to achieve the milestones we have been set.</p> <p>Also included in the main body will be Equalities Act, Modern Slavery Act, Human Rights Act, Data Protection, and the appropriate type and level of insurance is in place, as well as a number of others.</p> <p>Jane went on to say that Project Leads are being advised that the GFA is not negotiable and the Funder and the Recipient will need to sign the document before the funds are released. The latest version of each Delivery Plan will be included within the GFA for a particular project.</p> <p>Tina advised that the OU will be carrying out a qualitative impact assessment for the whole of the Town Deal until the end of financial year 2026 and Lynne said it is important to be able to highlight the impact from different perspectives.</p> <p>There was a discussion about the financial processes for drawing down the funds. MDC and the Projects will be in communication with each other and MDC will expect any potential issues to be raised. Julie gave an assurance that robust processes will be in place.</p>	

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		<p>Some discussion took place around government's commitment to the funding and Nathan confirmed this information has been included in all aspects of our Communications. Nathan will agree a form of words for the Support Team to be shared with Board members.</p>	
10	Purchasing Land in Glastonbury	<p>Julie referred to Paper 4, the purpose of which was to identify in more detail the matter of some land for sale within the Glastonbury Town Deal boundary.</p> <p>Julie advised that the land that was for sale is now no longer available and the only project still with a land consideration is the Glastonbury Clean Energy project which is negotiating with interested landowners.</p> <p>Julie re-iterated the recommendations and analysis, advising that given increasing costs across all projects and the risk of purchasing land without a defined use, additional land purchases are not recommended, should any become available again. The focus must now be on the delivery of the projects as defined.</p> <p>Some further discussion took place, with the Board suggesting a location plan indicating how the Projects all link up, would be useful. Julie advised information would be shared at a future Board meeting.</p> <p>There was a question around potential amendments to the video and it was agreed that this could be picked up in regular Support Team meetings.</p> <p>The Board accepted all the recommendations in the paper; the Board's focus is on delivering the projects.</p>	<p>Location plan GTD projects to be put December's agenda.</p> <p>Future amendments of the GTD video to be discussed with Support Team.</p>

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11	Confidentiality, Feedback	<p>Lynne thanked everyone for attending and for a good discussion.</p> <p>The face to face meetings are proving to be successful. Conor offered to host the next meeting at Glastonbury Town Hall.</p>	
12	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>All at 2pm and by Teams (unless otherwise agreed)</p> <ul style="list-style-type: none"> a. 2 December 2022 b. 3 February 2023 c. 17 March 2023 d. 28 April 2023 e. 9 June 2023 f. 21 July 2023 g. 22 September 2023 h. 1 December 2023 	Regular email updates to continue between Board meetings