



## GLASTONBURY TOWN COUNCIL

<b>Minutes of Glastonbury Town Council held on 14 October 2025 at 7 pm</b>	
Councillors Present	Cllrs M. White, Z. Price, M. Smyth, I. Mutch, S. Roney-Dougal, J. Cousins, L. Osborn, T. Napper, P. Manning, S. Henderson, M. Oakden.
Apologies	Cllrs I. Donfrancesco, Lokabandhu and MacDougall.
Absent	
In Attendance	Town Clerk, Assistant Town Clerk, St. Dunstan's Operational Lead, Two Macebearers and six members of the public.
Public Participation	3 members of the public spoke during public participation. The subjects raised included: 1. Support for older people 2. Peace project 3. Mendip Credit Union

### **133. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN**

Apologies were received from Cllrs Lokabandhu, Donfrancesco, and MacDougall due to personal commitments.

These were duly **NOTED**.

### **134. DECLARATIONS OF INTERESTS**

There were no declarations of interests in addition to those already disclosed via councillor's register of interests to the Monitoring Officer.

### **135. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD**

The minutes of the meeting of September were considered a correct record; these were then duly **SIGNED** by the chair.

It was requested that more detail be noted in the minutes. Minutes are a record of decisions, not discussion, but officers will include more relevant context in the minutes.

### **136. TO RECEIVE AN UPDATE ON ACTIONS FROM THE LAST MEETING**

The Town Clerk updated councillors on the completed actions from last month's meeting. The Financial Regulations have been adopted by the Council, and the Calendar of Meetings is ready for distribution this evening.

### **137. TO NOTE THE LATEST CRIME STATISTICS REPORT**

The latest statistics were noted by councillors. The police were unable to attend this meeting.

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Date:

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Councillors will request more information on Court outcomes at the Town Centre Crime Reduction Advisory committee. Cllr Smyth requested that figures relating to prevention of crime be provided to the same committee.

#### **138. TO CONSIDER AND APPROVE THE SCHEDULE OF PAYMENTS**

Members considered the Schedule of Payments, and it was duly **SIGNED** by the Chair and another councillor.

Queries were raised in relation to the payments for electricity at the Skatepark, these would be referred to the Responsible Financial Officer.

#### **139. TO RECEIVE THE BUDGET MONITORING REPORT**

The budget monitoring report was **NOTED**.

Queries were raised on the income and expenditure of the Glastonbury Information Centre, and the Town Clerk gave an update that there are several more months of the Financial Year to go and that the move into the Town Hall has not negatively affected the income from the Information Centre.

The Town Clerk was thanked for attracting a commission for recommending our HR and Health and Safety advisors to another Council.

#### **140. TO RECEIVE AN UPDATE ON ASSET AND SERVICE DEVOLUTION FROM SOMERSET COUNCIL**

The Town Clerk updated councillors that work was continuing and that he will review the Heads of Terms.

#### **141. TO RECEIVE AN UPDATE ON ST DUNSTAN'S HOUSE HEALTH AND WELLBEING CENTRE**

The Mayor updated councillors on the formal opening that happened on last Friday and the positive feedback received. An update was given on the date of "practical completion" which is forecast for 27 October, after which the Town Council will be able to use the building.

Cllr Cousins proposed a formal vote of thanks to the Town Clerk, all Town Council staff, Jacq Cross, and others involved in the St. Dunstan's House Community Health and Wellbeing Centre project for their hard work and the completed building. This was seconded by Cllr Henderson and **RESOLVED** unanimously.

#### **142. TO RECEIVE AND NOTE THE EXTERNAL AUDITOR REPORT AND CERTIFICATE FOR 2024-25**

The Council received and considered the External Auditor report and the points raised. It acknowledged that the points relating to Back Reconciliations and the Fixed Asset Register are in progress already. The Council notes and will action the points relating to the appointment of the Internal Auditor for audit periods.

The Council **NOTED** the external audit conclusion and the contents of the final report.

#### **143. TO APPROVE THE CHANGE OF ADMINISTRATOR FOR THE TOWN COUNCIL'S MENDIP CREDIT UNION ACCOUNT**

Cllr Henderson proposed that Jane Czornij be removed from our account with the Mendip Credit Union, and that Michelle Phillips our Responsible Financial Officer be added to the account as the administrator. This was seconded by Cllr Price and **RESOLVED** unanimously with one abstention.

#### **144. TO REVIEW AND ADOPT A NEW EQUALITY POLICY**

The Assistant Town Clerk gave an update on the policy that had been adopted within the Staffing Handbook and the councillors who would be part of the working group to create one for the wider Council are: Cllrs Osborn, Price, and Cousins.

#### **145. TO REVIEW AND ADOPT A NEW SAFEGUARDING POLICY**

SRD left the room and rejoined the room during this item.

The Safeguarding Policy was presented to members. The policy will be refined by the Operational Lead for St. Dunstan's House and represented to a future meeting.

#### **146. TO REVIEW AND ADOPT A CODE OF CONDUCT FOR ST. DUNSTAN'S HOUSE COMMUNITY HEALTH AND WELLBEING CENTRE**

The Operational Lead for St. Dunstan's House gave an update on the code of conduct; this update gave the rationale for the document and how it protects the Council, practitioners, and the public who will be using the building and benefitting from the services delivered within it.

Cllr Cousins proposed that the entire Council receive Equality, Diversity, and inclusion training. This was seconded by Cllr Smyth and **RESOLVED** unanimously with two abstentions.

It was proposed by Cllr Cousins to approve the Code of Conduct for St. Dunstan's House with the removal of the word 'staff' and a future policy to be created and adopted. This was seconded by Cllr Smyth and **AGREED** unanimously.

#### **147. TO RECEIVE AN UPDATE ON THE GLASTONBURY WAR BOOK**

The Assistant Town Clerk gave an update that Mary Claridge has completed a copy of the Glastonbury War Book. Which will live in the Glastonbury Information Centre when it moves back into St. Dunstan's House.

#### **148. TO CONSIDER COMMISSIONING A REPORT INTO THE TOWN HALL'S STONE FRONTAGE AND TO IDENTIFY ANY WORKS REQUIRED IN TIME FOR BUDGET-SETTING**

The Town Clerk gave an update that the intention is to have a report created on the condition of the stone frontage, in order to feed-in to budget setting for next, and potentially future, years.

Cllr Mutch proposed that the Town Clerk be delegated this task within budget for Town Hall maintenance. This was seconded by Cllr Napper and **RESOLVED** unanimously.

#### **149. TO NOTE THE RESOLUTIONS OF DELEGATED COMMITTEES**

The recommendation from the Arts, Culture, and Events Committee in respect of appointing a full time communications role has been superseded by a decision of the Staffing Committee to advertise a contract opportunity for a communications role.

Cllr Manning proposed that the stall fees for the atrium be adopted and the Market Policy be amended. This was seconded by Cllr Roney-Dougal and **RESOLVED** unanimously.

The resolutions of delegated committees were **NOTED**.

#### **150. TO RECEIVE UPDATES FROM ADVISORY COMMITTEES AND CONSIDER RECOMMENDATIONS FOR DECISION**

No advisory committees had met since the last meeting and therefore there were no recommendations to consider.

#### **151. TO RECEIVE UNITARY COUNCILLOR REPORTS**

Cllr Hart was not present at the meeting, and no written update had been provided in advance of the meeting. If a report is received after the meeting it will be circulated.

#### **152. TO RECEIVE UPDATES FROM LEAD COUNCILLORS AND REPRESENTATIVE TO OUTSIDE BODIES**

Cllr White gave an update on behalf of the Glastonbury Town Deal and advised that there is a meeting due later this week and that the three town centre projects are complete.

Cllr Cousins gave an update in regard to the Somerset Parishes ~Conference hosted by the Somerset Association of Local Councils. He highlighted that a community engagement review is being undertaken by Somerset Council, and that this information is very welcome. Cllr Cousins asked if any update was going to be given by the officers in attendance would be provided. Cllr Cousins also reflected that the synergy of St. Dunstan's House Community Health and Wellbeing Centre is "on message" and raised that senior staff from Somerset Council should come to visit the facility.

Cllr Roney-Dougal gave an update on progress at St. Brides Mound including one in relation to the paths and the roundhouse – it is due to complete soon.

Cllr Manning gave an update about the Street and Glastonbury Chamber of Commerce's recent and upcoming events.

#### **153. MAYOR'S ANNOUNCEMENTS**

The Mayor updated councillors on activities attended as well as those that are upcoming.

The Mayor gave a specific update on the recent visit of her Imperial Highness Princess Esther to Glastonbury which recognised Glastonbury's twinning with Lalibela in Ethiopia; a news release has already been written and circulated.

The Mayor also gave an update on his recent visit to the opening of the Shoemaker's Museum in Street and spoke of the refurbishment of this new museum.

The Mayor gave an update on his recent visits to local schools to consult children and young people about the development of Glastonbury's play parks over the coming years.

Cllr Napper queried the etiquette of chairs of other parishes wearing their chains in Glastonbury, this was clarified by the Mayor. Cllr Osborn requested that members of the Council be requested to fulfil this kind of role in the future.

The Mayor raised that Armistice and Remembrance Day were on the horizon.

Cllr Smyth thanked the Mayor for his hard work over the past month.

#### **154. CORRESPONDENCE, COMMUNICATIONS, AND ANNOUNCEMENTS**

Councillors received correspondence from a local group seeking to provide homeless support services for local people.

Cllrs Henderson and Roney-Dougal both raised a need for these types of services in the town and the history of the Robert Barton Trust, but that this could not be provided in the form it's taking on the Market Place property nor be provided directly by the Town Council.

Cllr Cousins reflected on the former Robert Barton Trust, the work that it did, and the need for the Town Council to support services like this in the future. The developments at St. Dunstan's House and at other properties could be a part of this ongoing support for these types of services in the town.

Cllr Napper stated that the Council should not support this, and to distance itself from the occupation at 17 Market Place.

Cllr Manning recognised that there is a need for this service in Glastonbury, but not in the Town Centre – perhaps in an area outside of the centre of the town.

Cllr Price stated that this kind of service is needed, but that the Council cannot support the method through which these services are currently being provided.

Cllr Oakden raised that the awards ceremony for Glastonbury in Bloom is being held this Friday 17 October and attendance from councillors is very welcome.

#### **155. TO CONSIDER ANY ITEMS FOR NEWS RELEASE AND/OR THE QUARTERLY NEWSLETTER**

Cllr White set the deadline for items for the newsletter the beginning of next week.

Cllr Cousins raised the visit of her Imperial Highness. The Mayor added that Glastonbury in Bloom and St. Dunstan's House are items worthy of report.

**156. TO REVIEW ACTIONS ARISING FROM THE MEETING**

The Assistant Town Clerk noted the actions raised from the meeting, including:

- Sourcing Diversity Training for Councillors.
- Update on ear marked reserves.

**157. TO NOTE THE DATE OF THE NEXT ORDINARY MEETING**

The next meeting will be held on Tuesday 11<sup>th</sup> November 2025

<b>SIGNED:</b>	<b>DATE:</b>
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