



GLASTONBURY TOWN COUNCIL

Minutes of Glastonbury Town Council held on 9 May 2023 at 7 pm	
Councillors Present	R. Cook, N. Cottle, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, L. MacDougall, P. Manning, I. Mutch, M. Oakden, L. Osborn, Z. Price, S. Roney-Dougal, M. Smyth and M. White
Apologies	Cllr T. Napper and Somerset Councillor S. Hart
Absent	
In Attendance	Town Clerk, 2 Macebearers, Town Crier, Fr. Rowley and 20 members of the public
Public Participation	0 members of the public spoke during public participation.

1. TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR

Cllr Henderson proposed that Cllr Donfrancesco be Mayor for 2023-24. This was seconded by Cllr Oakden and **RESOLVED** by majority with two abstentions.

2. MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE AND ACCEPTANCE SPEECH

Cllr Donfrancesco thanked her fellow Councillors, spoke of her wishes for the year and read & signed the declaration of acceptance of office.

3. TO ELECT A DEPUTY MAYOR FOR THE ENSUING YEAR

Cllr Cottle proposed Cllr Lokabandhu as Deputy Mayor for 2023-24. This was seconded by Cllr White and **RESOLVED** by majority with one abstention.

Cllr Lokabandhu thanked his fellow Councillors and spoke of his wishes for the year.

4. TO APPOINT THE SERGEANTS AT MACE FOR THE ENSUING YEAR

Ms Crumpton and Mr Dowden were happy to continue in their ceremonial roles and were appointed as the Sergeants at Mace for 2023-24.

5. TO APPOINT THE MAYOR'S CHAPLAIN FOR THE ENSUING YEAR

Cllr Donfrancesco appointed Father Rowley of St. John the Baptist Church, Glastonbury, as her Chaplain for the ensuing year.

6. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

Cllr Cousins declared that he was a trustee of the Glastonbury Mental Health Network, Director of Glastonbury Information Centre CIC, a director of Glastonbury Tribunal Limited and chair of the Glastonbury People's Trust.

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Cllr Smyth declared that he is a member of the Glastonbury Conservation Society and Chair of Common Moor Allotment Association.

Cllr Cook declared that he was a director of Glastonbury Online.

7. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Cllr Napper had offered apologies owing to personal commitments. Somerset Councillor Hart had offered apologies owing to feeling unwell.

8. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11 APRIL 2023

The minutes were considered a true record of the meeting and were duly **SIGNED** by the Mayor.

9. TO RECEIVE AN UPDATE ON ACTIONS FROM THE LAST MEETING

The Town Clerk updated members on the progress of actions from the last meeting. He was awaiting the leaflets from Wells City Council, the community payback team had been asked about clearing litter in the rhynes, the question of a food stall at St Dunstan's was to be referred to Property and Assets, Property and Assets would consider the route of the Tor Bus at a future meeting also, the Rainbow Flag is set to fly between 23 and 31 July and the Town Clerk advised that he had been unable to seek consent to fly the Earth Protector Flag, however this would be applied for in good time next year.

10. TO CONSIDER AND APPROVE A CALENDAR OF MEETINGS FOR 2023-24

The Town Clerk had prepared a more substantial programme of meetings of Delegated Committees for the ensuing year which was considered by members. Cllr Smyth proposed the calendar be accepted. This was seconded by Cllr Henderson and **RESOLVED** unanimously.

11. TO APPOINT THE INTERNAL AUDITOR FOR 2023-24 AND NOTE THE EXTERNAL AUDITOR FOR 2023-24

The Town Clerk recommended that pro-business of Wells be appointed as Internal Auditors for the year and updated members that the nationally appointed external auditor for the year was PKF Littlejohn.

Pro-business of Wells was **APPOINTED** as internal auditor for the ensuing year.

12. TO APPOINT SIGNATORIES FOR THE TOWN COUNCIL BANK ACCOUNTS FOR 2023-24

With a view to the Town Council's banking arrangements changing during the financial year, it was **AGREED** to maintain the current signatories on the Town Council's bank accounts. Signatories for the new accounts will be agreed by Finance and General Purposes in July.

13. TO APPOINT MEMBERS TO COMMITTEES AND ADVISORY COMMITTEES FOR 2023-24

Property & Assets Committee

Cllrs R. Cook, N. Cottle, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, L. MacDougall, P. Manning, I. Mutch, T. Napper, M. Oakden, L. Osborn, Z. Price, S. Roney-Dougal, M. Smyth and M. White

Finance and General Purposes Committee

Cllrs R. Cook, N. Cottle, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, L. MacDougall, P. Manning, I. Mutch, T. Napper, Z. Price, S. Roney-Dougal, M. Smyth and M. White

Planning Committee

Cllrs R. Cook, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, L. MacDougall, P. Manning, L. Osborn, S. Roney-Dougal and M. Smyth

Staffing Committee

Cllrs I. Donfrancesco (Mayor), Lokabandhu (Deputy Mayor), J. Cousins (Immediate Previous Mayor), M. Oakden and M. Smyth

Resilience Committee

Cllrs J. Cousins, I. Donfrancesco, Lokabandhu, L. MacDougall, P. Manning, M. Smyth and M. White

Youth Provision Committee

Lokabandhu, L. MacDougall, I. Mutch, Z. Price, M. Smyth and M. White

Glastonbury In Bloom Committee

Cllrs J. Cousins, Lokabandhu, L. MacDougall, I. Mutch, M. Oakden, M. Smyth and M. White

St Dunstan's Project Implementation Sub-Committee

Cllrs J. Cousins, I. Donfrancesco, Lokabandhu, L. MacDougall, P. Manning, T. Napper, M. Oakden, Z. Price, M. Smyth, M. White and Alderman Ian Tucker

Town Hall Revenue Sub-Committee

Cllrs R. Cook, J. Cousins, T. Napper, M. Oakden, P. Manning, M. Smyth and M. White

Neighbourhood Plan Advisory Committee

Cllrs J. Cousins, L. MacDougall, P. Manning, S. Roney-Dougal, M. Smyth and M. White

Arts, Culture, and Events Advisory Committee

Cllrs J. Cousins, Lokabandhu, L. MacDougall, P. Manning, M. Oakden, Z. Price and M. Smyth

World Heritage Status Advisory Committee

Cllrs J. Cousins, Lokabandhu, L. MacDougall, P. Manning, T. Napper, M. Oakden, S. Roney-Dougal, M. Smyth and M. White

Climate and Ecological Emergency Advisory Committee

Cllrs L. MacDougall, L. Osborn, S. Roney-Dougal and M. Smyth

Town Centre Crime Reduction Advisory Committee

Cllrs Lokabandhu, P. Manning, M. Oakden and M. Smyth

Frost Fayre Advisory Committee

Cllrs L. MacDougall, P. Manning, M. Oakden, Z. Price, S. Roney-Dougal, M. Smyth, M. White and Alderman Ian Tucker

14. TO APPOINT REPRESENTATIVE TO OUTSIDE BODIES

Austin Memorial Homes

Cllrs L. MacDougall and M. White

Glastonbury and Sharpham Burial Board

Cllrs N. Cottle, J. Cousins, P. Manning, L. MacDougall, L. Osborn Z. Price and M. White

Somerset Association of Local Councils

Cllr J. Cousins

National Association of Local Councils

Cllr J. Cousins

St Edmunds Community Hall

Cllrs N. Cottle, J. Cousins, Lokabandhu and S. Roney-Dougal

Glastonbury Community Development Trust

Cllr L. MacDougall and P. Manning

(Cllr Manning declared an interest as a director of the above-named trust)

Glastonbury Carnival Committee

Cllrs T. Napper and N. Cottle

Glastonbury People's Trust

Cllr I. Donfrancesco

Fairtrade

Cllrs J. Cousins and L. MacDougall

Rights of Way Lead Members

Cllrs N. Cottle and M. Smyth

Highways Lead Members

Cllrs N. Cottle and L. MacDougall

Town Deal Board

Cllr M. White

Glastonbury Football Club

Cllr P. Manning

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Somerset Bus Partnership

Cllr Osborn

Glastonbury Town Hall Community Christmas Lunch

Cllrs J. Cousins, I. Donfrancesco, P. Manning, M. Oakden, Z. Price and M. White

15. TO REVIEW AND ADOPT

a. STANDING ORDERS

The Town Clerk presented a revised set of Standing Orders based on the 2022 National Association of Local Councils model Standing Orders.

Cllr Cousins proposed that the new version of Standing Orders be accepted. This was seconded by Cllr Smyth and **RESOLVED** by majority.

b. CODE OF CONDUCT

The Town Clerk presented the version of the Local Government Association Code of Conduct recommended by the Somerset Association of Local Councils and Somerset Council.

Cllr White proposed that this version of the Code of Conduct be accepted. This was seconded by Cllr Henderson and **RESOLVED** unanimously.

16. TO CONSIDER THE SCHEDULE OF PAYMENTS

The schedule of payments was considered by members and duly **SIGNED** by the Mayor and Deputy Mayor.

17. TO NOTE THE RESOLUTIONS OF DELEGATED COMMITTEES

The following resolutions were **NOTED**:

- **Staffing Committee meeting held on 17th April 2023**
 - Cllr Oakden proposed that the Town Council permanently employ a Visitor Experience Manager for 37 hours per week starting at scale point 14 (£25,409), subject to the standard 6-month probation period. This role is to manage and develop the Glastonbury Information Centre and the Glastonbury Tribunal building and the Property & Assets Committee will have sight of a draft business case for the Tribunal. This was seconded by Cllr Henderson and **RESOLVED** unanimously.
 - Cllr Oakden proposed that the Town Council accept the temporary variation to the contract of the Projects and Events Officer to allow them to undertake a funded part-time degree programme in 2023-24 and 2024-25. This was seconded by Cllr Henderson and **RESOLVED** unanimously.
 - Cllr Henderson proposed that Full Council ought to formally recognise the hard work of the entire team of staff in the past year. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

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Cllr Henderson proposed that Full Council formally recognise the hard work of all staff. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

- **Planning Committee meeting held on 18th April 2023**

- 2023/0436/FUL – A polytunnel within a community garden and a chalet building within a B&B curtilage – 1 The Roman Way, Glastonbury, BA6 8AB – Juliet Yelverton – Full Application.

(The Committee unanimously agreed to recommend APPROVAL of this application).

- 2023/0349/VRC – Variation of condition 2 (Plans List) to alter internal and external dimensions and change materials on consent 2017/3109/FUL (Erection of 3 dwellings and 4 associated work units (sequential test info received 6/3/18 and amended description 10/4/18) – New Close Farm, Dyehouse Lane, Glastonbury, BA6 9LZ – Mr C White – Variation or Removal of Conditions.

(The Committee unanimously agreed to recommend APPROVAL of this application).

- **Town Hall Revenue Sub-Committee meeting held on 19th April 2023**

- Cllr Donfrancesco proposed that the Town Council run a café at large events on a voluntary basis for the rest of the financial year. This was seconded by Cllr Cousins and **RESOLVED** unanimously.

- **Resilience Committee meeting held on 24th April 2023**

- Recommendation that the Property & Assets committee take responsibility for the development of a Retrofit Plan for the Town Hall.

- **Property & Assets Committee meeting held on 26th April 2023**

- The committee NOTED the business case for the Tribunal building and that it showed it to be an income-generating commercial opportunity for the Town Council that is presently underestimated.
- Cllr Cousins proposed that the cost of insurance and a DBS check for the project taking place on Fisher's Hill be paid for by the Town Council up to a value of £250. This was seconded by Cllr Smyth and **RESOLVED** unanimously.
- Cllr Smyth proposed that himself, a representative of Somerset Ramblers, Ward Councillors and the Town Clerk meet to discuss the process of a Definitive Map Modification Order. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.
- Cllr Cousins proposed that the discussed footpath signs to the Tor be reinstated at 4 locations as discussed. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

- **Youth Provision Committee held on 3rd May 2023**

- Cllr Price proposed that the YMCA's underspend be spent on around £1,500 for new resources – including up to date games console and sports equipment, a team leader at Beltane to support the lost child tent, funding in reserve just in case the team are asked to attend/support children's world family festival, detached youth work in Glastonbury, to have a youth team presence at the Frost Fayre, an additional 20 TL hours throughout the next financial year for additional meetings/networking/being available to support additional events. Second by Cllr M White and **RESOLVED** unanimously.
- The first grant application considered was Life Education Wessex and Thames Valley, helping give St Johns and St Benedict's School children make healthy choices. Cllr Z Price proposed £525.00 be awarded. Seconded by Cllr J Cousins. It was **RESOLVED** to grant £525.00 to Life Education Wessex and Thames Valley grant application.
- The committee discussed the Children's World application for the Easter event at the Abbey House. Cllr M White proposed £500.00 be awarded. Seconded by Cllr Z Price. It was **RESOLVED** to grant £500.00 to Children's World. Cllr J Cousins abstain from voting.
- The committee discussed Taking-The Space CIC, providing drama classes to the young people of Glastonbury. Cllr J Cousins proposed £225.00 be awarded. Seconded by Z Price. It was **RESOLVED** to grant £225.00 to Taking-The Space CIC grant application.

- **Staffing Committee meeting held on 4th May 2023**

- Members went through the recruitment pack for the Visitor Attraction Manager and amendments were made. Cllr Cousins proposed that the vacancy be advertised as soon as possible. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

18. TO RECEIVE UPDATES FROM ADVISORY COMMITTEES AND CONSIDER RECOMMENDATIONS FOR DECISION

- **Police & Community Working Advisory Committee meeting held on 27th April 2023**

- Recommendation that GTC re-launches and publicise the Buskers Code leaflet.

Cllr Cousins proposed that the updating of this leaflet be tasked to the Town Centre Crime Reduction Group. This was seconded by Cllr Henderson and **RESOLVED** by majority.

Cllr Cousins proposed to suspend Standing Order 3(x) and extend the length of the meeting until all business was transacted. This was seconded by Cllr White and **RESOLVED** by majority.

- **Glastonbury In Bloom Advisory Committee meeting held on 2nd May 2023**

- Recommend to full council to invest in a blue plaque in memory of Dave Beach to be placed on the brick planter opposite the Town Hall and to also reinstate all blue plaques around the town. Proposed by Cllr Cousins, seconded by Cllr White and unanimously agreed.

The Town Clerk spoke on the above recommendation and the requirements for Blue Plaques which in this case are not met.

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Cllr Cottle proposed to place a standard memorial plaque for Dave Beach in the brick planter opposite the Town Hall. This was seconded by Cllr Mutch and **RESOLVED** unanimously.

- Recommended that the pebbles from Dave Beaches funeral are to be placed as a memorial at Fishers Hill, and not opposite in the bedding area opposite the Town Hall as this will be overgrown with roses. Proposed by Cllr Cousins, seconded by Cllr White and unanimously agreed.

This proposal was deferred to a future meeting once the organisers of the Fisher's Hill Community Garden had more details.

19. TO CONSIDER THE PURCHASE OF ELECTRONIC DEVICES FOR COUNCILLOR'S USE

The Town Clerk spoke to his proposal as part of the Town Council's journey toward net-zero and reducing paper usage. The Town Council had been offered machines at below-cost price from a large IT company as part of their Corporate Social Responsibility programme.

Cllr Roney-Dougal proposed that Councillors who wanted or needed a device for Council use be bought a device which shall remain property of the Town Council. This was seconded by Cllr Cottle and **RESOLVED** by majority.

Cllrs Cottle, Oakden, Cousins, MacDougall and Smyth requested devices.

20. TO RECEIVE UNITARY COUNCILLOR REPORTS

Cllr Cottle had circulated a written report in advance of the meeting via the Town Clerk. Nothing had been received from Somerset Councillor Hart who had given apologies for this meeting.

21. TO RECEIVE VERBAL UPDATES FROM OUTGOING AND INCOMING REPRESENTATIVES TO OUTSIDE BODIES

Cllr White gave an update on progress within the Town Deal.

Cllr MacDougall gave an update on the Opp Shop.

Cllr Cousins gave an update from the Glastonbury People's Trust and that the recent event for their benefit had raised £400.

Cllr Oakden gave an update on the recent South West in Bloom Seminar held in Glastonbury Town Hall and shared some of the feedback from the organisers that it was "the best ever".

Cllr Oakden also shared the news that M Penton and G Morgan were 'hanging up their trowels' and retiring from Glastonbury in Bloom. Cllr Oakden proposed a formal vote of thanks for both gentlemen for the years of dedication they had put into Glastonbury in Bloom and the Gold medals the town had won. This was seconded by Cllr Cottle and **RESOLVED** unanimously.

22. MAYOR'S ANNOUNCEMENTS

Cllr Donfrancesco updated members that Mayor's Sunday was likely to be 24 September.

The Mayor also took this opportunity to announce that her charity for the year would be the Glastonbury Mental Health Network and the Glastonbury People’s Trust.

23. COMMUNICATIONS AND ANNOUNCEMENTS

There were no further communications or announcements.

24. CORRESPONDENCE

There was no correspondence.

25. NEWS RELEASES

The appointment of the Mayor and Deputy Mayor for 2023-24 were considered worthy of release.

26. ACTIONS ARISING FROM THE MEETING

The Town Clerk had captured a number of actions from the meeting including: amending the last page of the minutes of the last meeting to reflect the decisions on civic awards, to amend the calendar of meetings to make it clearer to read, to follow up with Cllr Napper about committees on which he wishes to serve, to note the A361 committee for a future agenda, to remind advisory committee members that they are bound by the new code of conduct and make the agreed press releases.

27. TO NOTE THE DATE OF THE NEXT MEETING

Tuesday 13 June 2023.

SIGNED:	DATE:
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