

**Lowestoft Town Council**  
**Full Council Meeting**  
**Riverside, 4 Canning Road, Lowestoft, Suffolk, NR33 0EQ**  
**19:00 on Tuesday 7 August 2018**

**MINUTES**

**Present:** Cllrs Nasima Alam (left 21:33), Sue Barnard, Baz Bemment, Peter Byatt, Tara Carlton (arrived 19:16), Neil Coleby, Peter Collecott, Tracey Eastwood, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, Peter Lang, Graham Parker, Keith Patience (left 21:11) and Alice Taylor

**In Attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There were two members of the public in attendance

**Also in attendance:** Sharon Bleese (Project Manager, Lowestoft Flood Risk Management Project – Coastal Partnership East)

**351. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

**352. To receive and consider acceptance of apologies for absence**

Apologies were received and accepted from Cllrs Allyson Barron, Dick Houghton, John Pitts and District Councillor Louise Gooch. Cllr June Ford was absent. Proposed by Cllr Coleby; seconded by Cllr Knight; all in favour.

**353. Declarations of Interests and dispensations**

Cllrs Byatt, Graham and Green declared a non-pecuniary interest in item 365.2, as they are Waveney District Councillors. Cllr Lang declared a pecuniary interest in item 365.1. Cllr Patience declared a non-pecuniary interest in item 355.

**354. To consider the accuracy of the Minutes:**

a) 10 July 2018 – The Clerk has requested that item 340.1c be amended to include her comment that the budget and moving of funds from one budget to another should be a matter reserved for Full Council only.

Cllr Knight proposed acceptance of the minutes, with the amendment as requested by the Clerk; seconded by Cllr Lang; all in favour.

The minutes will be duly amended and will be available for the Chair to sign outside of the meeting. Cllr Byatt queried the non-acceptance of his apologies for the previous meeting and gave apologies for the Full Council meeting on 16 August. Cllr Graham will speak with Cllr Ford regarding non-attendance. The Assets, Inclusion and Development (AID) Committee agreed at yesterday's meeting that those who do not provide apologies will be recorded as absent. The Deputy Clerk advised there is a legal topic note regarding apologies which she will circulate to Councillors.

**355. Presentation from Sharon Bleese regarding the Lowestoft Flood Risk Management Project**

Lowestoft is one of the few urbanised areas in the country without formal flood defences and has one of the fastest eroding coastlines in Europe. The Coastal Partnership East was established to investigate innovative ways to manage this. The Lowestoft Flood Risk Management Project aims to reduce the risk of flooding from a number of sources, including tidal and river flooding.

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*Cllr Carlton arrived 19:16*

A map was displayed showing the different types of flood defences and the locations of them along the waterfront in Lowestoft. The Coastal Partnership East have been working with Flipside, and the glass flood wall will be engraved with extracts from students' poetry, similar to the external artwork at the Town Hall. The project partners are Waveney District and Suffolk County Councils, the Environment Agency, Anglian Water, the New Anglia Local Enterprise Partnership and Associated British Ports. They are governed by the Project Board, Strategic Steering Group, Technical Group and a Community and Business Advisory Group. Lowestoft Town Council has been offered a position on the Strategic Steering Group and this will be considered. The planning application will be submitted in November 2018. Site set-up will be March – June 2019, with construction of the flood walls to commence June 2019 and construction of the tidal barrier to commence November 2020. It is anticipated that the project will be completed in 2023. An impact assessment has been completed, particularly considering the development of the third crossing. A lot of material will be delivered by sea. Maps were displayed detailing what work will be completed and when. Challenges to overcome have included scheduling the project around a working port, ensuring that the project is sympathetic to the vision for the regeneration of Lowestoft and its historic buildings, consideration of the effects of the third crossing, and ensuring the costs are capped and funding is used to its full potential. The project has also created opportunities, such as supporting regeneration and growth in the area, cross-project partnership working, an anticipated increase in local confidence by offering protection to homes and businesses, and development of new approaches to funding.

*Cllr Parker left the room 19:43*

The Government have contributed £5million worth of funding. The amount of funding available from the Government is restricted as the main beneficiaries of it are businesses. It was explained that it is not legal to erect floodgates at the pierhead. The temporary flood defences which are currently in place will be used in another location where they are needed.

*Cllr Parker returned 19:45*

*Cllr Knight left the room 19:46*

It was explained in more detail how the new flood defences will work to prevent the same circumstances which caused the flooding in 2013.

*Cllr Knight returned 19:47*

The details of the construction process were explained and accompanying diagrams were displayed.

*Cllr Patience left the room 19:54*

It was explained that during construction work, the port will be closed at hourly intervals, rather than days or weeks at a time.

*Cllr Patience returned 19:58*

Lowestoft Town Council are welcome to meet with the engineers, and a representative from the project is happy to come back and update the Council if requested. It was queried whether there will be any long-term closures of the bascule bridge.

*Cllr Frost left the room 19:58*

It was explained that the bridge will need to be raised to allow barges to pass through to deliver materials, etc, but construction work is taking place through the winter months to cause minimal impact.

*Cllrs Barnard and Byatt left the room 20:00*

Councillors were advised to raise any questions via staff to take forward.

*Cllr Frost returned 20:00*

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**356. Public Forum**

The members of the public who were present did not wish to raise any matters.

**357. Finance:**

**357.1** The minutes of the previous Finance and Governance Committee Meeting (24 July 2018) were received the following matters in particular were considered:

**357.1a** A Recycling Policy for adoption –

*Sharon Bleese left the meeting 20:01*

There was a suggestion that offering the purchase of loose bin bags to larger households may attract vermin, and they are also potentially hazardous to the operatives who collect them. It may be possible to offer an extra bin to those who require it instead. There are also some grammatical errors in the document to be considered.

*Cllr Barnard returned 20:02*

Cllr Coleby proposed that the Recycling Policy be referred back to the Finance and Governance Committee for review; seconded by Cllr Lang; all in favour.

*Cllr Byatt returned 20:03 and was not present for the vote*

**357.1b** The recommendation that Councillor Parker be confirmed as a bank signatory – Cllr Graham proposed approval of the recommendation that Cllr Parker be confirmed as a bank signatory; seconded by Cllr Barnard; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**357.1c** The overview of the grants budget – This document was circulated to Councillors in advance of the meeting and was noted.

**357.1d** The draft supplemental agreement for the provision of theatre management services by the Marina Theatre Trust has been reviewed under delegated authority and the payment of £75,000 (+VAT) made to the Trust – This was noted. A meeting has been held with Lowestoft Town Council’s solicitors and some points have been raised which require clarification. However, the solicitor gave assurance that the payment could be made in the meantime.

**357.1e** Signing of the agreement for the management of coastal erosion and flood risk works – Cllr Coleby proposed that this document is referred to Lowestoft Town Council’s solicitors; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**357.2** Any payments approved or made, including:

<b>Amount</b>	<b>Detail</b>	<b>Paid/Approved</b>
£1,000 (+ £200 VAT)	Purchase of compliance WEB software and databases from Quickcom	Paid
£200 per annum	An agreement with East Coast Community Healthcare to run the software as specified above	Approved
£875 (£125 per room)	One night’s hotel accommodation covering 7 delegates at the NALC conference	Paid
£500 maximum budget	Additional items for Hamilton House	Approved
£3,558.31 (using available s106 funds)	Relocation of the fence surrounding the play area at Normanston Park	Approved
£1,092.50 (+£218.50 VAT)	Legal fees relating to the purchase of the Marina Theatre Box Office building	Paid

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	to Nicholsons Solicitors			
£323 (+£64.60 VAT)	Legal fees relating to CCTV to Nicholsons Solicitors	Paid		
£27.47	Reimbursement to the Facilities and Contracts Manager for LTC travel expenses	Paid		
£6,250	Stamp Duty fee for the purchase of the Marina Theatre Box Office building	Approved		
£270	Land Registry fee for the purchase of the Marina Theatre Box Office	Approved		
maximum budget of £500 per annum	website hosting costs to Claranet (to be paid via direct debit)	Approved		
maximum budget of £1,500 per annum	Photocopier fees	Approved		
£275	Grant application from the Lowestoft Art Group	Approved		
£1,500	Grant Application from GritFest	Approved		
£28	CHAPS payment to process the purchase of the Marina Theatre Box Office building	Paid		
£28	CHAPS payment to transfer funds to the Debt Management Office savings account	Paid		
<b>Total salaries, pension and NI paid</b>				
	Salaries (Net)	Pension	NI	Paid/Approved
April	£9,130.88	£4,062.61	£1,262.28	Paid
May	£9,385.35	£4,225.13	£1,332.16	Paid
June	£9,257.91	£4,143.88	£1,297.22	Paid

The payment to Claranet was £62.10, which was less than anticipated. It was queried whether the free upgrades to the software are available when required. This will be investigated. The table of payments approved or made (as above) was noted.

**357.3** Any payments for approval by Full Council, including:

**357.3a** The associated schedule of payments – The following payments were considered:

Reference	Net Amount	VAT	Gross Amount	Description
NALC Conference	£1,715.00	£343.00	£2,058.00	NALC Conference – Shaping Our Future 2018 – 7 members
BID Levy	£788.92	£0	£788.92	BID Levy 01/08/18 – 31/03/19
Claranet	£51.75	£10.35	£62.10	Annual fee for lowestofttowncouncil.gov.uk domain

Cllr Coleby proposed the approval of the payments for the NALC Conference, the BID Levy and Claranet; seconded by Cllr Green; all in favour.

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**357.3b** Electrical testing to be completed by Pearce and Kemp - £2,235 (+VAT) – It was clarified that this is the first quote which has been received and two more are being sought, therefore this payment does not need approval at this stage.

**357.3c** National Non Domestic Rate Demand 2018/19 from Waveney District Council for Kensington Gardens' public conveniences - £2,016 (payable in monthly instalments of £288) – Staff will be applying for discretionary rate relief.

CLlr Green proposed approval of the payment of the national non-domestic rate demands in instalments, as specified in items 357.3c and 357.3d; seconded by CLlr Coleby; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**357.3d** National Non Domestic Rate Demand 2018/19 from Waveney District Council for public conveniences located on Pakefield Street, Lowestoft - £1,176 (payable in monthly instalments of £168)

**357.3e** Invoice from Nicholsons Solicitors relating to trespass proceedings - £4,360 (+ £850 VAT) – It was queried whether any insurance cover was available for situations such as these. This will be investigated.

**357.4** The expenditure and income reports for the month ending 31 July 2018 – Documents listing the income and expenditure were distributed before the meeting, as follows:

Expenditure

Date	Payee Name	Net Amount	VAT	Gross Amount	Details
01/07/2018	Waveney District Council	£0.10	£0	£0.10	Correction of P Ledger 11 TMBR
02/07/2018	Information Commissioner's Office	£35.00	£0	£35.00	LTC ICO Certificate 2017 – 19
05/07/2018	Rialtas	£870.72	£0	£870.72	RBS Year End 2017 - 18
13/07/2018	Rialtas	£478.80	£0	£478.80	RBS Training 05/06/18
13/07/2018	Society of Local Council Clerks	£99.00	£0	£99	Norwich SLCC Training (Clerk)
13/07/2018	Waveney District Council	£1,432	£0	£1,432	Business Rates Triangle Market Q1
13/07/2018	Waveney District Council	£511.40	£0	£511.40	Lowestoft Vision BID Levy
13/07/2018	Nicholsons Solicitors	£559.10	£0	£559.10	Trespassing proceedings expense
13/07/2018	Parkinson Partners	£200	£0	£200	Retainer VAT/finance advice
13/07/2018	Shona Bendix	£12.46	£2.49	£14.95	Health and safety poster reimburse
13/07/2018	Michlmayr	£652.80	£0	£652.80	Town Hall clock repair and service
13/07/2018	Unity Trust Bank	£28	£0	£28	CHAPS fee for Marina Theatre

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					Box Office purchase
13/07/2018	Nicholsons Solicitors	£335,000	£0	£335,000	Purchase of Marina Theatre Box Office
18/07/2018	Compass	£36,163.66	£0	£36,163.66	Compass
18/07/2018	Zurich Municipal	£269.71	£0	£269.71	Insurance for Marina Theatre Box Office
18/07/2018	Nisbets PLC	£1,985.52	£382.15	£2,367.67	Office equipment
18/07/2018	SLCC	£150	£0	£150	Community Governance Degree
18/07/2018	Sarah Foote	£12.92	£0	£13.92	LTC expenses reimbursement
18/07/2018	Sarah Foote	£170.05	£0	£170.05	Civic Expenses Plaisir
18/07/2018	Electrical Temperature Instruments LTD	£275	£55	£330	Legionella Thermometer Kits
18/07/2018	Sparrows Nest Bowls Club	£370	£0	£370	Sparrows Nest Bowls Club Grant
18/07/2018	St Andrew's Church Council	£483.28	£0	£483.28	Parents and toddlers group grant
18/07/2018	Shona Bendix	£400	£80	£480	Plaisir reimbursement
18/07/2018	Lowestoft Players Ltd	£730	£0	£730	Lowestoft Players Grant
20/07/2018	HMRC	£12,099.09	£0	£12,099.09	HMRC payment Q1
20/07/2018	Debt Management Office	£300,000	£0	£300,000	DMO 4 month investment
23/07/2018	Unity Trust Bank	£28	£0	£28	CHAPS payment
23/07/2018	Salaries	£9,257.91	£0	£9,257.91	Salaries July 2018
23/07/2018	Nicholsons Solicitors	£1,092.50	£218.50	£1,311	Marina Theatre legal advice
23/07/2018	Nicholsons Solicitors	£323	£64.60	£387.60	CCTV legal advice
27/07/2018	Quickcom Ltd	£1,000	£200	£1,200	Compliance software and database
27/07/2018	Mark Speller	£27.47	£0	£27.47	LTC expenses

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					reimbursement
27/07/2018	Gazebo UK	£556	£111.20	£667.20	Large feather flags x2
30/07/2018	Shona Bendix	£875	£0	£875	LTC reimbursement NALC conference
30/07/2018	Waveney Fencing	£2,240	£448	£2,688	Denes Oval fence

Date	Net Amount	VAT	Gross Amount	Details
16/07/2018	£213.16	£0	£213.16	Rental income from tenants
19/07/2018	£199,930.00	£0	£199,930.00	Loan for purchase of Marina Theatre Box Office building

Cllr Graham proposed to note the income and expenditure; seconded by Cllr Green; all in favour.

Councillors were presented with a virement report and thanks were expressed to Cllr Coleby for producing the report. Councillors were also presented with the resulting amended budget. Cllr Green proposed approval of the amended budget and virement; seconded by Cllr Frost; fourteen Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

**357.5 Finance and lease arrangements for Hamilton House, including the following:**

**357.5a** The options for financing the lease arrangements, including options for borrowing and/or partially funding from reserves – This will be discussed during the confidential session.

**357.6** Any progress with condition surveys for the Town Hall and Marina Theatre – The condition survey of the Marina Theatre has been received and Cllrs Coleby, Graham and the Facilities and Contracts Manager are currently reviewing it. The report suggests that significant expenditure is required and has detailed recommended works and the associated expenditure over the next ten years. It does recommend that some of the work be completed as soon as possible. The Theatre have however been looking at future options for the building, which may negate the requirement for some of the works. The grant request for the Town Hall will be considered by Historic England at a meeting tomorrow and the result should be known by Friday.

**358. Governance:**

**358.1** The following Governance matters were considered:

**358.1a** Any feedback from the external audit – No feedback has been received thus far.

**359. Assets and Contracts:**

**359.1** The minutes of the previous Assets, Inclusion and Development Committee Meetings (9 July 2018 and 24 July 2018) were received and a report from the meeting of 6 August 2018. The following matters in particular were considered:

**359.1a** The recommendation to adopt the North Denes Asset Records – These were referred back to the AID Committee with a query regarding Objective 5 of the North Denes Phase 3 Asset Record, which states that the best outcome for the people of Lowestoft will be sought if

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the land cannot be maintained as public open space. However, the AID Committee agreed to recommend that the Asset Records be adopted in their current form.

Cllr Coleby proposed adoption of the North Denes Asset Records; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor voted against.

**359.1b** The recommendation to adopt the Community Halls Asset Record – Cllr Coleby proposed adoption of the Community Halls Asset Record; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**359.1c** The recommendation to prohibit the use of bouncy castles and similar equipment until revised safety advice has been issued by the Government – It was suggested that it is not just bouncy castles which are potentially dangerous but inflatable equipment also, which does not have an air flow and do not require a licence to operate. Lowestoft Town Council's insurance company have advised that reputable companies who lease the equipment will have the appropriate cover, but if they are not on the premises for the duration of an event, the responsibility will pass to the individual or organisation who has hired the equipment. The prohibition will extend to events organised through Lowestoft Town Council, on Lowestoft Town Council's land.

The proposal was amended to prohibit the use of bouncy castles, inflatables and similar equipment on Lowestoft Town Council's land until revised safety advice has been issued by the Government; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**359.1d** The recommendation that Lowestoft Town Council becomes the responsible body regarding road closures for the World War 1 Maritime Parade and to consider any related budget requirements – The individuals organising the event cannot take out road closures in their own name. The Deputy Clerk is attending a meeting in Ipswich tomorrow with the event organisers and Suffolk County Council. It was requested that this matter be adjourned until after the outcome of tomorrow's meeting is known. However, the Deputy Clerk needs to know the Council's position in advance of the meeting and the application for road closures needs to be submitted three months before the event.

Cllr Taylor proposed that Lowestoft Town Council becomes the responsible body regarding road closures for the World War 1 Maritime Parade, with the understanding that it has no budget secured for this and will therefore not be meeting the associated costs; seconded by Cllr Frost; all in favour.

**359.1e** Any updates regarding land registration or land transfer issues, including the following:

**359.1ei** Cotman Close – It was noted that there has been no formal progress with items 359.1ei – ev.

**359.1eii** Gunton Warren – Official confirmation is required that Waveney District Council are consenting to the land transferring back into their ownership for the formal proceedings to commence.

**359.1eiii** Walmer Road

**359.1eiv** Normanston Allotments

**359.1ev** Arnolds Bequest

At yesterday's AID Committee meeting it was reported that the south elevation of the Denes Oval perimeter wall is in a potentially dangerous state. The AID Committee recommends that Heras fencing is erected on both sides of the four wall panels which have the severest deterioration. The associated cost would be £344 (+VAT) to install the fencing and £584 (+VAT) to hire it for one year.

Cllr Taylor proposed approval of the installation of the Heras fencing at a cost of £584 (+VAT); seconded by Cllr Knight; all in favour.

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A permanent name for the East of England Park is required. A suggestion of Ness Park was given at yesterday's AID Committee meeting. It was suggested that the name of the park could be determined via a public competition, or a competition for school children. It was suggested that if such a competition were to take place, specific criteria would need to be set to ensure the name is relevant and defines the area and its heritage. Councillors were asked if they would like to have a noticeboard in their ward and the preferred location. Cllr Parker queried whether there are any unused noticeboards which could be moved to Gunton as a test site. Cllr Patience is aware of three unused noticeboards in the Montgomery Avenue area and knows the keyholder, and will therefore make enquiries. Lowestoft Town Council has been approached for consent for five saplings to be planted as part of the Queen's Commonwealth Canopy. The AID Committee recommended Rosedale Park as the preferred location at last night's meeting - to offer shade to the play area – with Clarke's Lane as the secondary option. All Councillors voted in favour of Rosedale Park as the location for the planting of the five saplings for the Queen's Commonwealth Canopy. At yesterday's meeting of the AID Committee a discussion was held regarding the possibility of Lowestoft Town Council making enquiries to obtain pieces of open space, on Trafalgar Street, Alma Street, Bevan Street West and next to the Town Hall. The land next to the Town Hall is currently owned by a housing association. All Councillors were in agreement for the AID Committee to investigate the potential cost involved and to make enquiries with the relevant landowners.

**360. Planning and Environment:**

**360.1** The minutes of the previous Planning and Environment Committee meetings (10 July 2018 and 24 July 2018) were received

This was noted. No other matters were raised for discussion.

**361. Policy and consultation matters**

How to take forward the following matters:

**361.1** Concerns about the threatened closure of the Records Office – There is also another consultation regarding proposed changes to the local policing model. The consultation ends on 30 August. It was proposed to invite a representative from Suffolk Constabulary to the Full Council meeting on 16 August; fifteen Councillors voted in favour; one Councillor voted against.

The formal consultation for the Records Office should begin at the end of the month. The local press have reported that some items have already been relocated. It is understood a decision was taken that selected items would be excluded from the consultation.

**362. Written reports from Councillors and any new representative roles**

It was queried whether this could be reviewed, as some of these organisations only meet quarterly, or when required.

**362.1** Report on the Coastal Communities Team

**362.2** Report on the Kirkley People's Forum

**362.3** Report on the Lowestoft Development Group

**362.4** Report on the Transport Steering Group

**362.5** Report on the Plaisir Twinning Association

**362.6** Report on the Cefas neighbourhood group – Cllr Byatt has requested a transport plan now that the construction phase has begun.

**362.7** Report on the Lowestoft Transport Infrastructure Partnership - It was queried whether the report which discussed at the previous meeting was available. Cllr Eastwood has

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experienced IT issues which have prevented her from circulating the report, some of which is commercially sensitive.

- 362.8** Report on the Lowestoft Railway Partnership
- 362.9** Report on First Light Festival Board
- 362.10** Report on the Lowestoft Museum
- 362.11** Report from the Consultation Committee for the Lowestoft Records Office Closure
- 362.12** Report from the New East Suffolk Council – Cllr Patience advised that the next meeting is being held next week. He has information which he can forward to the Clerk for distribution, which explains how the decisions were reached regarding ward boundaries. It was queried whether information could be sought regarding the number of residents residing in each ward. Cllr Patience should be able to obtain this information but it will be projected figures for 2023, not the current figures.
- 362.13** Report from the Third Crossing Group
- 362.14** Report from the Heritage Action Zone
- 362.15** Report from the Kirkley Business Association
- 362.16** Report from the SCC A47 Improvement Scheme
- 362.17** Report from the Lowestoft Summer Festival
- 362.18** Report from the Community Enabler Project Board – Cllr Alam reported that the Community Enablers meet every three months. She has been receiving updates as to their current activities, which have included working with local organisations and the Department of Work and Pensions to offer youth support, plus the progression of the community fridges scheme.
- 362.19** Report from the East of England Park Steering Group and to consider the appointment of a substitute – Cllr Taylor sits on the Committee and Cllr Coleby on the Steering Group. It was requested whether they could act as substitute for one another to ensure that Lowestoft Town Council is still represented at all of the meetings should one of them not be able to attend. Cllr Barnard also expressed an interest in being appointed substitute. All Councillors were in agreement for Cllrs Barnard, Coleby and Taylor to ensure attendance at each of the meetings is covered between them.
- 362.20** Any other reports and attendance – Cllr Graham proposed Cllr Patience as Lowestoft Town Council's representative on the Lowestoft Flood Risk Management Project's Strategic Steering Group; seconded by Cllr Knight; all in favour.
- 362.21** Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity) – It was reported that there are still two spaces available for Councillors to join this Committee in a personal capacity.

**363. Date of the next meeting**

4 September 19:30

There will also be a meeting at 18:30 on 16 August. Cllrs Alam, Byatt and Lang provided apologies.

*All members of the public left the meeting 21:10*

*Cllr Patience left the meeting 21:11*

Cllr Eastwood requested suggestions from Councillors for any areas of land requiring tidying up, following completion of similar work at Arnold's Bequest. It was suggested that the team who have been knitting poppies in preparation for the World War One centenary commemorations would like assistance with planting them.

**364. Items for the next agenda**

There were no matters raised for discussion.

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**365. Resolution to close the meeting to the public**

Cllr Green proposed that the meeting be moved into confidential session; seconded by Cllr Coleby; all in favour.

**365.1 The CCTV Out of Hours Service –**

*Cllr Lang left the room 21:13 for the discussion of this item*

It is understood that Waveney District Council have been reviewing the future of their Out of Hours Service. It was queried whether the service with Waveney District Council should continue with the current arrangements, whether a charge should be applied, or whether the service should be terminated.

Cllr Taylor proposed giving Waveney District Council a period of notice ending on 30 September 2018, after which time the Out of Hours Service will be terminated if no suitable arrangement has been agreed; seconded by Cllr Byatt; all in favour.

*Cllr Byatt left the room 21:19*

*Cllrs Byatt and Lang returned 21:19*

Item 357.5a was discussed. It is anticipated that work should be completed on the new office space by the end of August at the latest. It was suggested that consideration should be given to ensuring all tea and coffee facilities provided in the new office are Fairtrade, as Lowestoft is Suffolk's first Fairtrade town. A discussion was held regarding the repayment options for the refurbishment work.

Cllr Taylor proposed making the repayments over a period of ten years but setting money aside in the budget to look to settle the balance within five years; seconded by Cllr Lang; all in favour.

The Clerk has been making enquiries regarding CCLA Investment Management Ltd as an alternative to the Debt Management Office short-term account.

**365.2 A recharge notice from Waveney District Council for £150,000 (+VAT) for the payment for theatre management services – A confidential paper from Waveney District Council was handed to Councillors before the meeting. Cllrs Coleby and Graham, along with the Clerk and Deputy Clerk, attended a meeting with Waveney District Council to discuss this matter.**

*Cllr Alam left the meeting 21:33*

It was agreed to invite a representative from Waveney District Council to attend the Full Council Meeting on 4 September. It was suggested that a confidential discussion could be held at 19:00 on 4 September before the start of the public meeting.

The Chair closed the meeting at 21:48

Signed:.....

4 September 2018