

# WHITTLESEY TOWN COUNCIL - Finance & Policy Committee

Minutes of the meeting held on Monday 16<sup>th</sup> January 2023 at 6.00pm at Peel House, 8 Queen Street, Whittlesey, PE7 1AY

Late start due to technical issues: 6.10

**Present:** Cllr Boden, Miscandlon, Wicks, Dorling

**Officer in Attendance:** Mrs Sue Piergianni – Town Clerk & RFO

## **FP01/2023. To receive apologies from absent Members.**

Cllr Mockett (personal), no apologies were received from Cllr Davies.

## **FP02/2023. To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda items.**

There were no declarations.

## **P03/2023 - Public Forum – 15 minutes**

There were no members of the public present.

## **FP04/2023 - To confirm and sign the Minutes from the Finance & Policy Committee on Monday 12<sup>th</sup> December 2022**

**Ratified:** The minutes of the meeting were approved and signed as a true record.

## **FP05/2023 – Financials.**

1. Bank Reconciliations to 31<sup>st</sup> December 2022 - Members received the balanced bank reconciliation.
2. Year to date Figures – Members received the YTD figures.
3. Payment List for approval – Vouchers 226 – 266, totalling £16989.89, were proposed by Cllr Miscandlon, seconded Cllr Dorling with a unanimous vote in favour. Cllr Miscandlon thanked the Clerk for the accurate and concise way the figures are presented.

## **FP06/2023 - Agenda Items for Discussion**

1. EV Points – Cllr Dorling reminded members that at the Full Council in December refereed members back to Full Council where it was agreed we would proceed with the EV points in November, these would be chargeable and updated members as follows:

UK Government regulations for private (domestic or workplace) sold are subject to the Electric Vehicle (Smart Charge Points) Regulations 2021 <https://www.gov.uk/guidance/regulations-electric-vehicle-smart-charge-points>.

*The regulations ensure charge points have smart functionality, allowing the charging of an electric vehicle when there is less demand on the grid or when more renewable electricity is available. The regulations also ensure that charge points meet specific device-level requirements, enabling a minimum level of access, security, and information for consumers.*

This legislation does not cover EV points intended for use as public charging (but may be subject to Alternative Fuels Infrastructure Regulations 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/959909/Guide-to-alternative-fuels-infrastructure-regulations-2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/959909/Guide-to-alternative-fuels-infrastructure-regulations-2017.pdf) ). Schedule 1 of the regulations came into force on 30/12/2022.

**Note:** Peak Demand is currently deemed to be 8 – 11 am on Weekdays and 4 – 10 pm on weekends. When suppliers of electricity reward saving power, they have been using periods between 5 pm – 6.30 pm during weekdays – therefore, this status could change according to demand, weather, and generation data. Off Peak tends to be the early hours of the morning.

These regulations apply to the selling, offering or advertising of a charge point for sale (including hiring, leasing or lending) and include exchanges made after 30<sup>th</sup> June 2022.

The regulations state that charge points sold for the intended private charging of vehicles must meet specific device-level requirements, which include:

- smart functionality, including the ability to send and receive information, the ability to respond to signals to increase the rate or time at which electricity flows through the charge point, demand side response services and a user interface
- electricity supplier interoperability, allowing the charge point to retain smart functionality even if the owner switches electricity supplier
- continued charging even if the charge point ceases to be connected to a communications network
- safety provisions prevent the user from carrying out an operation that could risk a person's health or safety.
- a measuring system to measure or calculate the electricity imported or exported and the time the charging lasts, with visibility to the owner of this information
- security requirements consistent with the existing cyber security standard ETSI EN 303 645

Charge points must also:

- incorporate pre-set, off-peak, and default charging hours and allow the owner to accept, remove or change these upon first use and subsequently
- allow for a randomised delay function.

The role of the Office for Product Safety and Standards (OPSS)

OPSS is the enforcement authority responsible for ensuring compliance with the regulations, on behalf of the [Department for Business, Energy and Industrial Strategy](#) and the [Office for Zero Emission Vehicles](#).

The legislation is defined here: <https://www.legislation.gov.uk/ukxi/2021/1467/schedule/1/made>

**Other considerations:** Checking that our insurance would protect WTC, we should take legal advice and pass compliance to a third party. Consider the ongoing obligations (compliance and financial)

The identification of an owner would fall to the Town Clerk.

The equipment installation location would be the forecourt parking area outside the Council chamber.

A breach of regulation could involve a fine of up to £10,000 and a false statement of up to £250,000.

## Schedule 1

### General principles

1. A relevant charge point must be designed, manufactured, and configured to provide appropriate protection—

(a) against the risk of harm to, or disruption of, the electricity system.

(b) against the risk of harm to, or disruption of, the relevant charge point.

(c) for the owner's personal data and any other end-user of the relevant charge point.

### Passwords

1. A relevant charge point must be configured so that where passwords are used on it—

- (a) the password is unique to that relevant charge point and not derived from, or based on, publicly available information or is set by the owner; and
- (b) the password cannot be reset to a default password applying to that relevant and other charge points.

### **Software**

- 2.—(1) A relevant charge point must incorporate software which is able to be securely updated.
- (2) In sub-paragraph (1), securely updated means updated using adequate cryptographic measures to protect against a cyber-attack.
- (3) A relevant charge point must be configured so that—
- (a) it checks, when it is first set up by the owner and periodically thereafter, whether or not there are security updates available for it;
  - (b) it verifies the authenticity and integrity of each prospective software update by reference to both the data's origin and its contents and only applies the update if the authenticity and integrity of the software have been validated;
  - (c) by default, it provides notifications to the owner about prospective software updates;
  - (d) the owner can implement software updates without undue difficulty.
- (4) A relevant charge point must be configured so that—
- (a) it verifies, via secure boot mechanisms, that its software has not been altered other than in accordance with a software update which has been validated in accordance with sub-paragraph (3)(b) above;
  - (b) if an unauthorised change to the software is detected, it notifies the owner and does not connect to a communications network other than for this notification.

### **Sensitive security parameters**

- 3.—(1) A relevant charge point must be configured so that—
- (a) where security credentials are stored on the relevant charge point, these are protected using robust security measures;
  - (b) its software does not use hard-coded security credentials.
- (2) In this paragraph—
- (a) "hard-coded" means data forming part of the relevant charge point's source code and which is unalterable except by means of modification of the source code;
  - (b) "security credentials" means ways of verifying that the relevant charge point is being used or accessed by a person properly authorised to do so.

### **Secure communication**

4. A relevant charge point must be configured so that communications sent from it are encrypted.

### **Data inputs**

- 5.—(1) A relevant charge point must be configured so that—
- (a) data inputs are verified so that the type and format of the data are consistent with that expected for the function to which the data relates.
  - (b) if such data cannot be verified, it is safely discarded or ignored by the relevant charge point.
- (2) The data inputs referred to in sub-paragraph (1) include data that is inputted via a user interface, an application programming interface, or a communications network.

### **Ease of use**

- 6.—(1) A relevant charge point must be configured to minimise the inputs required from the owner in connection with the set-up and operation of the charge point.
- (2) A relevant charge point must be configured so that any personal data can be deleted from it by the owner without undue difficulty.

### **Protection against attack**

- 7.—(1) A relevant charge point must be designed and manufactured to provide an adequate level of protection against physical damage to the charge point.
- (2) In particular, a relevant charge point must incorporate a tamper-protection boundary to protect the internal components of the charge point.

• (3) A relevant charge point must be designed and manufactured to provide an adequate level of protection—

(a) for its user interfaces; and

(b) against use or attempted use of the relevant charge point other than through the user interfaces.

8. A relevant charge point must be configured so that—

(a) if there is an attempt (whether or not successful) to breach the tamper-protection boundary, it notifies the owner;

(b) its software runs with only the minimum level of access privileges required for it to deliver its functionality;

(c) any logical or network interfaces that are not required for the normal operation of the relevant charge point or otherwise to comply with the requirements in these Regulations are disabled.

(d) software services are not available to the owner unless necessary for the relevant charge point to operate;

(e) any hardware interfaces used for testing or development but not otherwise during the operation of the relevant charge point are not exposed.

### **Security log**

9.—(1) A relevant charge point must incorporate a security log.

(2) In this paragraph, “security log” means an electronic record on the relevant charge point of events relevant to the security of the relevant charge point, including attempts (whether successful) to—

(a) breach the tamper-protection boundary.

(b) tamper with the relevant charge point; or

(c) gain unauthorised access to the relevant charge point.

(3) Entries in the security log must record, by reference to Coordinated Universal Time, the time and date on which the event occurred.

### **Provision of information**

10.(1) When a relevant charge point is sold, information complying with the requirements in subparagraphs (2) to (4) must be supplied with it.

(2) The information must specify how the owner can report concerns or problems identified regarding the security of the relevant charge point, including its vulnerability to a cyber-attack. In particular, the information must provide contact details to which such concerns or problems can be reported.

(3) The information must specify the period, if any, for which software updates will be provided by or on behalf of the relevant charge point manufacturer.

(4) The information must:

(a) guide how to set up the relevant charge point with adequate security protection;

(b) include instructions on how to delete personal data from the relevant charge point.

### **Summary:**

Before establishing whether tenders comply with legislation (E.G., quotation 2 of 3 includes an un-costed option to obtain Schedule 1 compliance with ‘part number EVAD 3090S ‘ To add tamper & breach protection – ‘SecuriCharge’ (to meet Schedule 1 of Smart Charge Points Regulations – S1 2021/1467)

Cllr Wicks and Boden suggested based on Cllr Dorling’s presentation, we do not proceed with the EV points due the complexity. This was proposed by Cllr Wicks seconded by Cllr Miscandlon, with a unanimous vote in favour.

## **2. ENERGY**

- Solar Panels – Members were reminded that we have 30 panels on the roof, however due to the inverter not working they are not generating energy. The original company did not register them correctly so we have no warranty on them or the inverter. Two new companies were invited to review the system, one has responded and advised that they would be able to take all the panels off take the optimisers off reconnect the panels in the desired strings and fit another inverter, (10kw 3 phase inverter with 5 year warranty). An additional 5 year warranty was £350.00 giving 10 years in total. Included in all this under



MCS they would give a 2 year works carried out by them warranty. They would also ensure that the display is set up to allow the Clerk to monitor remotely via the Solis app, The total cost is £5450.00 + VAT. Members discussed this in depth and were advised costs saved on the electric would allow payback in two years. This was proposed by Cllr Wicks, seconded by Cllr Dorling with a unanimous decision to proceed with this spend. The Clerk will ascertain if we can obtain a grant for the inverter from Burnthouse.

- Boiler – The contractor who is carrying out the works to the boiler room has recommended a new boiler to future proof the system, the currently boiler is making horrendous noise, and he would recommend a new boiler, the cost for the installation and boiler is £5700.00, however due to the works he is already carrying out, he could do this for £4150.00 + VAT, members discussed this in detail and agreed it was better to stay with the same contractor who is starting the works to the boiler room on the 23<sup>rd</sup> January to ensure continuity. It was proposed by Cllr Wicks and seconded by Cllr Dorling to proceed with the purchase of a new boiler.
  - Gas and Electric. The Clerk advised the gas was in contract until September 2023, however the electric is just out of contract. The best deal is with British Gas Light with an option of 1,2 or 3 years. Members discussed the costs and due to the varying costs of electric, they agreed to go for a one year deal, this was proposed by Cllr Dorling, seconded Cllr Miscandlon with a unanimous vote in favour.
3. Chapter 8 training. Members were advised of an email from FDC requesting they fund 50% of another course, this would not have any WTC Cllrs on the course, but would be people from other committees in the town. Cllr Dorling proposed we do not offer the 50% contribution seconded by Cllr Wicks with a unanimous vote to not offer additional funding.
  4. Challenges for the newly elected council – Cllr Boden advised there will be a significant turnaround in the council with new Cllrs having a pretty rapid climatization to the responsibilities and roles of councillors. The new council may decide not to have the committee structure that the current council have this is just one of the many changes which may happen with a new council. Cllr Boden advised members the Clerk has already flagged that as of May 2023, three of the signatories are standing down and the if the other Cllr is not elected we will have no one to authorise payments. Cllr Boden suggested that we put other councillors on the mandate, if they are existing Barclays customers this will make the process far easier. This was proposed by Cllr Miscandlon, seconded by Cllr Wicks with a unanimous vote in favour.
  5. Budget – Cllr Boden advised members the proposed amendments to the proposed budget.

The v2 budget surplus was £17,521. The proposed additional changes are as follows (decreased expenditure and increased income are shown as negative figures) :

Precept: increase from £172k to £174k (-£2,000)

Election Reserve: remove entire adjustment to Revenue, as a Reserve Account has already been set up (+£12,000)

Neighbourhood Plan: remove entire budget provision (-£3,000)

Hanging Baskets: increase £6,600 budget provision to match this year's actual spend (+£757)

Village Events: Remove proposed new budget provision as GPC provision is increased (-£1,000)

Maintenance contractor: create new budget provision (+£6,000)

The net effect of these six proposed changes is to reduce the proposed budget surplus by £12,757 to £4,764.

#### **FP07/2023 – Information**

There was no additional information.

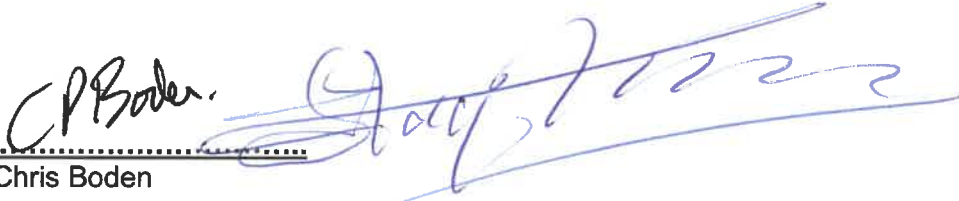
**FP08/2023 - Donation Requests.**

Citizens Advice Rural Cambs (CARC) – Cllr Miscandlon proposed the donation of £7100.00 which included a 4% cost of living increase, seconded by Cllr Dorling, the Chairman advised the budget for 2023/24 would be increased by £300.00 to accommodate this, he also advised the Clerk discuss a Service Level Agreement with the CAB to save them going through this process every year, it would also benefit both parties to know there is commitment moving forward.

Whittlesey Festival – Cllr Miscandlon proposed £4500.00, seconded by Cllr Wicks with a unanimous vote in favour.

**FP09/2023– Date of Next Meeting – Monday 13<sup>th</sup> February 2023**

**Meeting closed: 19.45.**



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Cllr Chris Boden  
Chairman  
Finance & Policy Committee