



Infrastructure and CIL (“CIL”) committee Terms of Reference

Constitution

1. The CIL committee is constituted as a Standing Committee of Haslemere Town Council under Sections 101 and 102 of the Local Government Act 1972.
2. The CIL committee consists of no less than five councillors appointed at the Annual Meeting of the Town Council.
3. The CIL committee meets every eight weeks and the calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Haslemere Town Council.
4. The Committee Chairman and Vice-Chairman to be elected annually by the committee before proceeding to any other business at the first meeting of the CIL committee.
5. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 3r].
6. The Mayor is an ex officio members and entitled to vote.
7. A quorum of the committee is a third of all members or a minimum of three Councillors, whichever is greater.
8. The Deputy Town Clerk or other officer as from time to time agreed by the Staffing Committee shall be responsible for the day to day CIL committee matters.

Objective

The CIL committee shall consider projects and bids for CIL funding in accordance with the law, the Town Council’s Standing Orders and Financial Regulations, and guidance provided by Waverley Borough Council.

Terms of Reference

1. To develop detailed arrangements for the allocating, spending and reporting of CIL receipts, subject to the agreement of Council;
2. To consider ideas from Council, the community, WBC and SCC and other providers, and make recommendations to Council on the allocating and spending of CIL receipts within 5 years of receipt;
- 3. To approve the spending of CIL receipts up to a maximum of £5,000;**
4. To report annually to Council and Waverley Borough Council on CIL receipts and spending under Regulation 62A of the CIL Regulations 2010; and
5. Review the arrangements for allocating CIL receipts to projects on an annual basis, report to Council and make recommendations on any changes to the arrangements.

Review

These terms of reference are to be reviewed as required but at **least** every four years by the CIL committee and any amendments to be approved by Full Council.

Associated amendment of Financial Regulations

Financial Regulations Clause 4.1 [adopted September 2019] states that authority is required by:

- **Full Council for all items over £3000 (Amenities) £5,000 (Infrastructure & CIL);**
- The Amenities Committee for items over £1000 and less than £3000;
- The Clerk, in conjunction with the Mayor or Chairman of the Amenities Committee for any item below £1000; and

in all instances, there has been a budget check for the expenditure. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Amenities Committee Chairman. Where approval has been given by email, a copy of the email will suffice as the authorisation slip.