

## 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 member 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 statutory regulations in force from time to time, the Town Council’s Standing Orders and Financial Regulations, and make awards where the relevant criteria are met.

### Terms of Reference

1. To consider ideas and applications from Council, the community, Waverley Borough Council and Surrey County Council, and other organisations, and make recommendations to Council on the allocating and spending of CIL money within 5 years of receipt;
2. To determine, and from time to time review, the method for evaluating and scoring to rate each application submitted;
3. To review applications and put forward funding recommendations to Full Council where an application is in excess of £5,000, otherwise where approved, be able to award CIL funds 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

### Process

- Clerk receives application
- [Clerk] and [Chairman] validate application before sending it to committee members:-
  - Application must be completed in full;
  - The bidding organisation must have the legal right to carry out the proposal; and

- The project must clearly fall within the definition of infrastructure supporting development.
- Where the application has not been validated, the Clerk is to return it to the Applicant with reasons
- Where the application has been validated, the Clerk is to forward it to committee members with a copy of the internal scoring matrix for them to complete prior to the meeting. This will assist with:-
  - Good and consistent decision making
  - Raising queries prior to the meeting
  - Assisting with discussion at the meeting
  - Justifying the making (or not) of the award
- At the meeting the committee to discuss and make recommendations, for example:-
  - Approval for full sum with possible ratification by Full Council, depending on the amount, with payment being made once a formal agreement letter has been signed and agreed by both parties
  - Funding has not been approved on the basis that other proposed schemes have been given greater priority
  - Funding has not been approved/or has been deferred on the basis that insufficient evidence has been provided to justify it at this time, and further information is required.

### 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.