

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 ~~guidance provided by Waverley Borough Council,~~ **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 ~~providers~~ organisations, and make recommendations to Council on the allocating and spending of CIL **money** within 5 years of receipt;
2. ~~To develop detailed arrangements for the allocating, spending and reporting of CIL receipts, subject to the agreement of Council;~~
3. **To determine, and from time to time review, the method for evaluating and scoring to rate each application submitted;**
4. **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;**
5. ~~To approve the spending of CIL receipts up to a maximum of £5,000;~~
6. ~~To consider ideas and applications from Council, the community, WBC and SCC and other providers organisations, and make recommendations to Council on the allocating and spending of CIL receipts within 5 years of receipt;~~

7. To report annually to Council and Waverley Borough Council on CIL receipts and spending under Regulation 62A of the CIL Regulations 2010; and
- ~~8. 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.~~

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.

Associated amendment of Financial Regulations — amended 6 April 2022

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.~~