

Community Infrastructure Levy Committee

Adopted by the Community Infrastructure Committee

HPC/006 Approved by full council at their meeting on 16/07/2025

Background and Scope

The CIL Committee has been constituted to provide a review body for requests and proposals to the Parish Council for the release of Community Infrastructure funds.

The purposes of the group are to:

- Formulate and keep under review a policy for assessing the eligibility and acceptability of proposals under CIL rules
- Keep abreast of (and ensure consistency with) national and local authority guidelines on this matter
- Develop an approach to the relative evaluation and prioritising of demands upon these funds against the possibility of requests exceeding availability
- Keep under review commitments and expenditure of CIL funds
- Assess individual requests for CIL funds and recommend outcomes to full Parish Council
- Ensure documentation is maintained as appropriate for information, control and audit purposes

Committee Membership and Quorum

The committee consists of Councillors only.

A quorum is 50% of the full committee for meetings to be valid.

Reporting and Accountability

The committee is expected to meet 2 times per year either in person or via Microsoft Teams.

The committee is expected to report regularly to the full council on its activities and recommendations.

The clerk will issue an agenda and draft Minutes of which a copy will be ratified by full council.

Expectations of Group Members

- Participation: Members should make every effort to attend meetings. Apologies and reasons for absence must be sent to the Clerk at least two days in advance.

- Responsibility: Members must take ownership of actions assigned to them and adhere to agreed timelines.
- Confidentiality: All members must respect confidentiality where applicable.
- Inclusivity: The group will operate in a respectable and inclusive environment that encourages all members to contribute.

Meeting Procedures

- Any Parish Councillor may attend Community Infrastructure Committee meetings.

Governance

- These Terms of Reference will be reviewed annually at the Annual Parish Council Meeting in May.
- The Committee will operate in accordance with Hampton-in-Arden Parish Council's Standing Orders, Financial Regulations, and relevant local government law.

Authority

- The Committee has delegated authority up to the sum of £60,000. Any sum above £60,000 will be referred to full council with a Committee recommendation.



Julie Barnes
Clerk and Financial Officer
Hampton in Arden Parish Council