# Terms of Reference for the Community Infrastructure Levy (CIL) Working Group

## Definitions

In this document the following terms have the meanings assigned to them below: -

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| Council | Stapeley & District Parish Council |
| Working Group | The Community Infrastructure Levy (CIL) Working Group of the Council. |
| Member | An elected or co-opted member of the Stapeley & District Parish Council. |
| Working Group Member | Any person appointed to the Working Group in accordance with the section headed “Membership and Quorum. |

## 1. General

a) These Terms of Reference define the Council’s specific responsibilities delegated to the Community Infrastructure Levy (CIL) Working Group of the Council.
b) The Working Group is a non-decision-making body and may only make recommendations to the Council.
c) The Working Group has no power to authorise expenditure on behalf of the Council. Any allocation or expenditure of CIL funds shall be recommended by the Working Group and approved by full Council.
d) The working group will meet informally on an ad hoc basis, to discuss the receipt of CIL funds and the development of potential projects.
e) The working group can invite subject matter advisors to working group meetings in an advisory capacity to share knowledge and expertise.
f) These Terms of Reference are in accordance with the Council’s Standing Orders.

## 2. Duties & Scope of Delegated Responsibilities

The Working Group shall undertake the following duties on behalf of the Council:

a) To consider the appropriate use of Community Infrastructure Levy funds in accordance with the relevant regulations and guidance.
b) To identify and explore potential infrastructure and community projects that may be suitable for funding from CIL receipts.
c) To assess proposed projects against local need, community benefit, deliverability, and alignment with Council priorities.
d) To consider the balance between short term and long term infrastructure needs within the parish.
e) To develop and maintain recommendations to the Council on the prioritisation and allocation of CIL funds.
f) To take account of community feedback and engagement outcomes when forming recommendations, where available.
g) To monitor the progress of Council approved CIL funded projects and report relevant updates or issues to the Council.
h) To ensure that all recommendations made to the Council are compliant with CIL requirements.

## 3. Powers

a) The Working Group shall have no other powers except those set out above.

## 4. Membership and Quorum

a) The Working Group shall consist of a minimum of 3 and a maximum of 6 Members of the Council.
b) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair.
c) Due to the informal nature of this Working Group, there is no minimum quorum requirement.
d) The Clerk may attend meetings in an advisory and supporting capacity.

## 5. Review

a) These Terms of Reference shall be reviewed annually by the Council, or sooner if required due to changes in legislation or Council governance arrangements.

**These updated terms of reference are to be considered at the meeting due to be held on the 20th April 2026.**