WETHERBY TOWN COUNCIL

COMMUNITY INFRASTRUCTURE LEVY (CIL) ADVISORY COMMITTEE
Terms of Reference

1. Introduction

1.1 The Community Infrastructure Levy (the 'levy') is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of the area.

1.1.1 The levy applies to most new buildings and extensions over 100m2 and charges are based on the size and type of new floorspace and where the development is located in the Leeds district.

1.1.2 Leeds City Council's Executive Board made a number of key decisions around spending future CIL income in February 2015, directing it into two main funding streams: a Strategic Fund (70 - 80%) and a Neighbourhood Fund (15-25%), whilst retaining up to 5% for administration costs.

1.1.3 The Neighbourhood Fund is passed on to the relevant Parish or Town Council to spend.

1.2 The purpose of this Committee is to develop and make recommendations to the Full Council on strategies for the use of the CIL funds available to Wetherby Town Council. Purpose to consider applications submitted for projects within Wetherby.

1.3 The CIL Committee is constituted as an advisory committee of Wetherby Town Council and as such has no delegated powers to act on behalf of the Full Council. The CIL Committee's purpose is to make recommendations how to utilise CIL funds and other related matters to the Full Council in accordance with these terms of reference.

1.4 The CIL Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The CIL Committee shall consist of six Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Three members of the Committee shall constitute a quorum.

2.3 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.4 In the event of the resignation, death or disqualification of a councilor during the year the vacancy on the CIL Committee will be filled at the next meeting of the Full Council.

2.5 Substitutions are not permitted in the event of a Member's absence from a meeting of the CIL Committee.

3. Meetings

3.1 The Town Clerk in consultation with the Chair will call CIL Committee meetings as and when necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Site meetings may be held as necessary to gather information to help inform the CIL Committee's recommendations. Site meetings must be attended by at least three members of the CIL Committee.

a 3.5 The CIL Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Members of the public shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders. Subject to standing order 3(e), a member of the public shall not speak for more than 5 minutes.

4. Documentation

4.1 The minutes of all meetings will be taken by the Town Clerk or a designated Officer as directed by the Town Clerk and circulated for approval at Full Council meetings. Reports from each Committee meeting to be incorporated in the minutes of Full Council meetings

4.2 All correspondence shall be conducted through the Town Clerk, or other Officer as directed by the Town Clerk.

5. Scope

5.1 The CIL Committee shall be responsible for monitoring the balance of CIL funds held by the Council.

5.2 The CIL Committee shall review infrastructure requirements, infrastructure related to development and infrastructure delivery using CIL or other means in, and for the benefit of, Wetherby.

5.3 The CIL Committee shall draw up, consider and implement, as directed by Full Council, proposals for the use of CIL funds held, and expected to be received, by the Council.

5.4 The CIL Committee shall liaise as necessary with other statutory and voluntary organisations and individuals for the purpose of activities which fall within the CIL Committee's terms of reference.

5.5 The CIL Committee shall be responsible for recommending projects and purposes for the use of CIL funds by the Council, but shall have no direct power to incur expenditure on behalf of the Full Council.

5.6 The CIL Committee reserve the right to refer any decision back to Full Council for consideration as and when necessary.

6. Review

6.1 The CIL Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed by Dianne Rickaby, Clerk and RFO to the Town Council.

Signed:

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Dated:

These Terms of Reference were adopted by the Town Council at its meeting held on 12th May 2026

Signed:

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 09. 06. 2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date:	**Signed by Chairman:**