

**Community Infrastructure Levy funds Policy**  
**Adopted 16/18/18**

1. No payments to be made upfront or in advance of project commencement.
2. All payments to be made to the Grant Applicant and never direct to the Trade Person or Company.
3. In the unlikely event of the Grant Applicant being an individual, the Parish Council will need to give full consideration to all potential scenarios before authorising any payment.
4. Payment of any “Ringfenced” amount to be made within 14 working days of receipt of a copy invoice submitted by the Applicant whether paid or unpaid.
5. If the CIL payment request exceeds the amount “Ringfenced” then the payment from the Parish Council will be reduced proportionately.
6. Project Fees eg Planning Application Fees, Architects Fees can be met from CIL funds but should not be considered until the first invoice for work undertaken is received. This is to ensure that CIL funds are not wasted on work which does not proceed.
7. A Receipt duly confirming that an invoice has been paid, must be obtained by the Applicant from the Trade Person or Company and submitted to the Parish Council within 14 working days of issue of the Parish Council payment.
8. A Spreadsheet to be maintained by the Parish Clerk showing full details of all CIL Funds “Ringfenced” for each successful Applicant. The format and depth of information shown on this spreadsheet to be agreed.



