

CIL Community Match Fund Bid Evaluation Group

Terms of reference

- The Group evaluates bids from Town and Parish Councils for the CIL Up-to-Match Fund, where the Town or Parish council provides at least 50% of project costs and TDC will fund up to 50%. It ensures decisions are fair, transparent, and aligned with strategic priorities.
- The group will, on an annual basis, review the Scoring Matrix used to judge bids made by Town and Parish Councils to ensure that the criteria are appropriate and result in fair and justifiable decisions, and that the weighting used gives a balanced mix of projects from larger and smaller Towns and Parishes which are well aligned with the councils strategic aims.
- To review and challenge the mix of bids approved to ensure that funds are being used in a way which provide benefits and outcomes which align with the broader One Teignbridge Council Strategy and maximise benefits to the community and provide the most effective return.
- To ensure projects align with other forecast delivery, such as those in the Medium-Term Financial Plan (MTFP), Teignbridge Infrastructure Delivery Plan, or any other relevant policy document.

Membership

- Director of Place
- Executive Member for Economy, Estates and Major Projects
- Head of Strategy and Partnerships (or delegated Manager from the service area)
- Representative from the Strategy and Policy Team
- Representative from Finance

- Other Members of the Management Team or the Executive may attend meetings of the Bid Evaluation Group, as appropriate and at their discretion.
- Representatives from the Audit office or from Democratic Services may attend if there is a governance requirement.
- Other members of the Strategy and Partnerships service may attend as required.

Meetings

- Bi-annual meetings will be scheduled in the council diary with agendas published 2 full working weeks in advance.
- The first meeting will be no sooner than six months from the date of this fund being advertised to Town and Parish Councils. Dates of subsequent meetings will be published 12 months in advance to give clarity to Town and Parish Councils. Bid deadlines will also be published 12 months in advance.

- The Group will elect its own chairperson.
- The standing items on each agenda will include declarations of interest: any attendees with an interest in any of the bids discussed should declare it at this time and should take steps as they see fit to ensure the decisions of the group remain impartial, including not speaking or voting on a proposal.
- Full notes of the meetings will be taken, either by an attendee or by automated software.
- All meetings will take place in-person at Forde House.

Analysis of Bids

- Scoring of bids will be voted on by a simple majority.
- Any bids not supported by this group will receive a written response detailing the scoring and explaining the rationale.

Reporting Structure

- Regular updates will be prepared for Overview and Scrutiny and the Executive, to be circulated following each meeting.
- Declarations of interest will be highlighted on this report where any are given in this standing agenda item.

Version Control

Version	Date	Notes
V0.9	02/01/2026	