**Template for Parish Council CIL Annual Monitoring Report**

**xxxxxx PARISH COUNCIL [Complete as appropriate]**

**CIL Monitoring Report (Regulation 121B)**

**1 April 2024 - 31 March 2025**

* + - In accordance with Regulation 121B, a Parish Council must prepare a report for any financial year in which it receives CIL receipts.
    - The following template may be used by Parish Councils as a starting point for the reporting of CIL receipts.
    - Please see Note 6 below for details regarding the publication of a Parish Council’s CIL Monitoring Report.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Note No\*** | **Details** | | | | | |
| **1** | CIL received for year 1 April 2024 - 31 March 2025 | | | | **Amount** | |
| (refers to CIL received in each 6-month period) | April 2024 | | | | **£** Click here to enter text. | |
| October 2024 | | | | **£** Click here to enter text. | |
|  | **Total CIL receipts for reported year** | | | | **£** Click here to enter text. | |
|  |  | | | |  | |
| **Note No\*** | **CIL Received but not spent** | | | | | |
| **2** | CIL receipts retained | | | | **Amount** | |
| (refers to CIL received but not spent in each of the periods) | April 2024 – March 2025 | | | | **£** Click here to enter text. | |
| [LEFT BLANK AWAITING FURTHER CIL REPORTING] | | | | **£** Click here to enter text. | |
| [LEFT BLANK AWAITING FURTHER CIL REPORTING] | | | | **£** Click here to enter text. | |
| [LEFT BLANK AWAITING FURTHER CIL REPORTING] | | | | **£** Click here to enter text. | |
|  | **Total Amount of unspent CIL receipts for reported years** | | | | **£** Click here to enter text. | |
|  |  | | | |  | |
| **Note No\*** | **Details of any notices received in accordance with Regulation 59E, including:** | | | | | |
| **3** |  | | | | **Amount** | |
| (refers to CIL to be repaid to ADC as requested in the Notice) | The total value of CIL receipts subject to the aforementioned notices during the reported year April 2024 – March 2025 | | | | **£** Click here to enter text. | |
| The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority (CA) by the end of the reported year. | | | | **£** Click here to enter text. | |
|  | **Total value of CIL receipts subject to aforementioned notices for reported year** | | | | **£** Click here to enter text. | |
|  |  | | | |  | |
| **Note No\*** | **CIL Spent** | | | | | |
| **4** |  | | | | **Amount** | |
| (refers to CIL spent  within period) | Total CIL spent during April 2024 – March 2025 | | | | **£** Click here to enter text. | |
|  |  | | | | | |
| **Note No\*** | **Summary of CIL expenditure during this reported year** | | | | | |
| **5** | Please provide project details (in table below), to include: | | | | | |
| (requests a summary of CIL expenditure) | * Identify which of the following criteria, (a) or (b), that the project meets. | | | | | |
| 1. *The provision, improvement, replacement, operation or maintenance of infrastructure: or* | | | | | |
| 1. *Anything else that is concerned with addressing the demands that development places on an area.* | | | | | |
| * Total cost of project | | | | | |
| * CIL contribution to project | | | | | |
| * Details on any additional funding if required to complete the project. | | | | | |
|  |  |  |  |  | |  |
| **Project details and either (a) or (b) criteria** | | **Total project cost** | **CIL**  **contribution** | **If other funding required to complete project:** | | |
| **(a) or** **(b)** | **Project Details**  (summary) | **£** | **£** | **Type / Source** | | **£** |
| (a) | Click here to enter text. | **£** Click here to enter £ | **£** Click here to enter £. | Click here to enter text. | | **£** Click here to enter £. |
|  | Click here to enter text. | **£** Click here to enter £. | **£** Click here to enter £. | Click here to enter text. | | **£** Click here to enter £. |
|  | Click here to enter text. | **£** Click here to enter £. | **£** Click here to enter £. | Click here to enter text. | | **£** Click here to enter £. |

**NOTES**

|  |  |
| --- | --- |
| **Note number** | **Notes** |
| **1** | Regulation 121B (2)(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL receipts for the reported year. |
| **2** | Regulation 121B (2)(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of the total amount of:   1. CIL receipts for the reported year retained at the end of the reported year; and 2. CIL receipts from previous years retained at the end of the reported year. |
| **3** | Regulation 121B (2)(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of any notices received in accordance with regulation 59E[[1]](#footnote-1), including:   1. The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; 2. The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year. |
| **4** | Regulation 121B (2)(b) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL expenditure for the reported year. |
| **5** | Regulation 121B (2)(c) of the Community Infrastructure Regulations 2010 (as amended) requires a local council to provide a summary of CIL expenditure during the reported year including:   1. The items to which CIL has been applied; and 2. The amount of CIL expenditure on each item. |
| **6** | Regulation 121B(3) of the Community Infrastructure Regulations 2010 (as amended) requires that the Parish Council must –   1. Publish the report –    1. on its website    2. on the website of the Charging Authority for the area if the Parish Council does not have a website; or    3. within its area as it considers appropriate if neither the Parish Council nor the Charging Authority have a website, or the Charging Authority refuses to put the report on its website in accordance with paragraph (ii); and   Send a copy of the report to the charging authority from which it receives CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the Charging Authority’s website. |

For further guidance on the CIL Regulations please refer to the following sources:

[www.brentwood.gov.uk/cil](http://www.brentwood.gov.uk/cil)

[https://www.gov.uk/guidance/ community-infrastructure-levy](https://www.gov.uk/guidance/%20community-infrastructure-levy)

1. Regulation 59E covers notices served by Brentwood Borough Council (BBC) on the Town or Parish Council requiring it to repay some or all of the CIL receipts where ADC believes some or all of the CIL received by the town or Parish Council has not been spent in accordance with the regulations as stated in Regulation 59C. [↑](#footnote-ref-1)