

## Scheme of delegation to the Clerk

Council: Leaffield Parish Council

Approved:

1	As listed in the approved Standing Orders
2	As listed in the approved Financial Regulations
3	As listed in the employment contract
4	As listed in the job description
5	As listed in approved policies and procedures
6	To arrange the annual independent playground safety inspection
7	To manage the Civic Protocol Procedure and liase with local organisations as required
8	To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety
9	To purchase adminstration consumables and supplies as required for council administration
10	To purchase replacement parts and consumables for the defibrillators as required
11	To manage and co-ordinate burials in the burial ground
12	To manage and co-ordinate memorials in the burial ground