

## **DRAFT 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 liaise 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 administration consumables and supplies as required for council administration                                                       |
| 10 | To purchase replacement parts and consumables for the defibrillators as required                                                                 |
| 11 | To manage burials in the burial ground                                                                                                           |
| 12 | To manage memorials in the burial ground                                                                                                         |
| 13 | To organise routine and emergency maintenance and repairs of playground equipment                                                                |
| 14 | To organise routine and emergency parish maintenance and repairs, to include the Village Green, playing field, playground, car park and Pavilion |
| 15 | To organise routine and emergency tree works                                                                                                     |
| 16 | To organise routine and emergency maintenance of the churchyard and burial ground                                                                |
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