

DRAFT Scheme of delegation to the Clerk

Council: Leafield 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