



## **SCHEME OF DELEGATION - Powers to be delegated to the Clerk**

- a)** To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work maintenance works on Council property which is of such extreme urgency that it must be done at once, whether there is any budgetary provision, subject to a limit as stated in Rotherfield Parish Council Financial regulations, and after reference to the Chair/Vice Chair of the Council or relevant Committee.
- b)** To make day to day purchases for the Council to exercise its functions up to the limit stated in Rotherfield Parish Council Financial regulations, providing the expenditure is within the remit, power and budget of the Council.
- c)** To place Clerk or Councillors on training courses, conferences and other event of benefit to the Parish and Council subject to availability of training budget.
- d)** To act on own initiative to implement the Council's policies and objectives.
- e)** To take appropriate steps to ensure the Council does not exceed its powers.
- f)** To respond to correspondence after reference to Chair/Vice Chair of Council or relevant Committee if appropriate.
- g)** To ensure the Council complies with all Health and Safety legislation and Landowners occupiers' liability legislation.
- h)** To manage the Cemetery and St Denys' Old Burial Ground and to take all appropriate action to ensure they are correctly run after reference with the Chair/Vice Chair of the Recreation and Burial Committee.
- i)** To liaise with Funeral Directors, Grave Digging Contractor, families and memorial masons regarding interments and memorial works in the Cemetery and St Denys' Old Burial Ground and levy fees for such work.
- j)** To liaise with the East Sussex County Council Highways Authority, Wealden District Council or utility providers as appropriate to report and monitor progress with infrastructure issues affecting the Parish as advised to Clerk by Councillors or the public.
- k)** To note any planning, conservation or enforcement issues and report them to the Planning Authority after reference to Chair/Vice Chair of the Planning and Building Committee.
- l)** To issue notices to owners regarding vegetation overgrowing Highways and Rights of Way after reference to Parish Tree Wardens or Chair/Vice Chair of Council of relevant Committee.

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