

Home	Table 4 - Delegations to the Director for Economy, Infrastructure and Skills	
No.	Delegation	Overall Responsible Body
HIGHWAYS		
1	To exercise all the powers and duties of the County Council under the Highways Act 1980 (other than Sections 90A to 90i), and the Traffic Management Act 2004 in relation to roads and highways open to all traffic and to serve all notices and take all steps as the Acts may require in connection with the exercise of such powers and duties	Council
2	After seeking the views in each case of the local member(s) of the County Council affected thereby and the relevant District Council and Parish Council, and provided the local member(s) of the County Council so consulted do not object thereto, to exercise the powers and duties of the County Council under Sections 90A to 90i of the Highways Act 1980 (Road Humps and other Traffic Calming Works); and under the Road Traffic Regulation Act 1984 (as amended) or any subsequent re-enactment thereof	Council
3	To determine objections to proposed Traffic Regulation Orders under paragraph 2 above (other than those made by the local members of the County Council affected thereby) <i>Objections made by Local Members of the County Council which cannot be resolved to be referred to the Planning Committee for consideration</i>	Council
4	After seeking the views in each case of the local member(s) of the County Council affected thereby and provided the local member(s) so consulted do not object thereto, to authorise: Neighbouring Authority to discharge the County Council's Highway functions and powers on 'cross boundary' contiguous sections of road To authorise the County Council to discharge a neighbouring Authority's Highways functions and powers on 'cross boundary' contiguous sections of road	Council
5	To approve District Councils' proposals under Sections 23 (market places) and 38 (cycling in pedestrian areas) of the Staffordshire Act 1983	Council
6	To approve District Councils' applications for Orders to amend charges for parking places in accordance with the powers contained in Section 35 of the Road Traffic Regulation Act 1984	Council
7	To take action on behalf of the County Council, after consultation where appropriate with District Councils, under Sections 5 (traffic signs), 6 (damage to footways), 7 (plans of new streets), 8 (vesting of former highway land) & 10 (grass verges etc) of the Staffordshire Act 1983	Council
8	To grant street works licences under the New Roads and Street Works Act 1991	Council
8.1	Following consultation with the Cabinet Member, to develop, implement and monitor a programme of on-street charges for parking schemes.	Council
9	To issue charges and Fixed Penalty Notices under Section 95 of the New Roads and Street Works Act as amended by Section 41 of the Traffic Management Act 2004 including waiver of fines and charges against agreed guidelines	Council
10	To deal with individual cases where an altered highway produces a significant and obvious hardship either by the alteration directly or by a substantial increase in traffic which has been triggered by the alteration and where the total cost of providing discretionary noise insulation does not exceed the stipulated amount as calculated by index linked increases to the original threshold of £5000 when the scheme was introduced. (Annual index linked increases are based on the national GDP).	Council
11	To maintain, monitor, review and implement a road safety strategy within the County Council's road safety policies, including those necessary to fulfil the obligations of the Council's participation in the Staffordshire Safer Roads Partnership.	Council
12	To adopt new streets and private streets as highways maintainable at public expense, subject to public record being kept of the date of the adoption	Council
12.1	In consultation with the County Solicitor to determine the appropriate course of action in responding to claims made under Section 56 of the Highways Act 1980 for the admission by the County Council of liability to maintain a highway.	Council
13	To make temporary closure orders for public paths under Section 14 of the Road Traffic Regulation Act 1984 because of works on, or near, the path or because of the likelihood of danger or damage	Council

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14.1	To authorise the stopping up of parts of the highway network under the provisions of Section 247 of the Town and Country Planning Act 1990	Council
14.2	To designate a footpath as a cycle track under the Cycle Tracks Act 1984	Council
14.3	To take and implement any decisions necessary to fulfil the Council's responsibilities under the Mines and Quarries Act 1969 in respect of safe stability monitoring and enforcement of used and unused tips.	Council
15.1	To exercise all the powers and duties of the County Council under the Flood and Water Management Act 2010, Flood Risk Regulations 2009, Land Drainage Act 1991, or any subsequent re-enactment thereof.	Council
15.2	In accordance with the relevant parts of Schedule 17 of the High Speed Rail (London - West Midlands) Act 2017 and Schedule 17 of the High Speed Rail (West Midlands - Crewe) Act 2021 (HS2) to determine the arrangements relating to the routes by which anything is to be transported to the site on a highway by a large goods vehicle (ref. Schedule 17, Part 1, Paragraph 6 (2) and Schedule 17, Paragraph 6 (1); [Note: see Planning section 26A below for matters related to Schedule 17 - paragraphs 4 and 7]	Council
PLANNING		
16	Unless the observations which the Director for Economy, Infrastructure and Skills proposes to give would represent a material departure from a planning policy for which the County Council is responsible:	Council / Cabinet (Local Choice)
	To give the County Council's observations to District Councils, adjoining authorities, Government Departments / Agencies and Statutory Undertakers / Public Utilities in response to consultations on planning, planning-related or environmental applications or policy documents	
	To give the County Council's observations to the Environment Agency in response to consultations on Environmental Permits and policy documents	
	To give the County Council's observations to District Councils on highway and highway-related matters	
17	To refer to the Secretary of State for Levelling Up, Housing and Communities any District Council's proposal for its own development which would be detrimental to the County Council's interests or which would be contrary to the County Council's views	Council
18	To authorise the Peak Park Authority to discharge the County Council's powers and functions under the Ancient Monuments and Archaeological Areas Act 1979 in respect of that part of the Peak District National Park which is within Staffordshire, without prejudice to the exercise concurrently by the County Council within that area of their powers under the Act.	Council
19	Where there is no material planning objection to the application or matter in question from:	Council / Cabinet (Local Choice)
	The Chairman of the Planning Committee or the nominated opposition spokesperson; or	
	The relevant District Council or Parish Council; or	
	The Local Member of the County Council; or	
	A statutory consultee in accordance with the requirements listed in Planning Practice Guidance (Table 2)	
then the Director may (subject to the Director's discretion to consult with the Chairman or Vice-Chairman of the Planning Committee) decide:		
To grant planning permission for the County Council's own development;		
To grant planning permission for minerals and waste developments, including the approval of Schemes of Conditions under the Environment Act which do not involve the development of a substantial new site or a significant extension to an existing site;		
To refer applications to the Secretary of State when necessary in accordance with the Town and Country Planning (Consultation) (England) Direction 2009 (Circular 02/2009) or subsequent directions where the application involves Green Belt development, development outside town centres, world heritage sites development, playing field development or flood risk area development in accordance with the relevant statutory consultation arrangements;		
To refuse planning permission or not approve the matter in question, except in the case of a substantial new site or a significant extension to an existing site.		
20	Subject to first consulting the Deputy Chief Executive and Director of Corporate Services:	Council

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20.1.1	To grant or refuse a Certificate of Lawfulness of Existing Use or Development (CLEUD) for minerals and/or waste development.	Council
20.1.2	To grant or refuse a Certificate of Lawfulness of Proposed Use or Development (CLOPUD) for minerals and/or waste development	Council
20.1.3	To determine whether it is expedient or not to take formal action	Council
20.1.4	To issue or withdraw an Enforcement Notice, or waive or relax any requirements of the Notice	Council
20.2.1	To serve a Planning Contravention Notice	Council
20.2.2	To issue notices seeking details of the ownership of a site	Council
20.2.3	To approve the commencement of legal proceedings for non-compliance with any notice	Council
20.2.4	To serve a Breach of Condition Notice	Council
20.3.1	To seek an Injunction in respect of an actual breach or an apprehended breach of planning control	Council
20.4.1	To serve a Temporary Stop Notice	Council
21	To sign decision notices following the decision of the Planning Committee or (as authorised) by officers.	Council
22	To authorise the serving of a Stop Notice in conjunction with an Enforcement Notice, subject to the approval of the Chairman or (in his/her absence) the Vice-Chairman of Planning Committee and to consultation with the Deputy Chief Executive and Director of Corporate Services and the Local Member.	Council
22.1	To authorise the serving of Minerals Planning Orders including Modification, Revocation, Discontinuance, Prohibition, Suspension and Supplementary Suspension Orders and refer to the Secretary of State as appropriate subject to the approval of the Chairman or (in his/her absence) the Vice-Chairman of Planning Committee and to consultation with the Deputy Chief Executive and Director of Corporate Services and the Local Member.	Council
23	To consider any representations or offers received from any person upon whom a Planning Contravention Notice has been served and to make decisions as to what action should be taken in response to those representations.	Council
24	To determine, subject to the limitations referred to in 20 above:	Council
	Reserved Matters following the grant of outline planning permission	
	Details submitted pursuant to conditions imposed by the planning permissions	
	Minor material amendments and non-material amendments to planning permissions	
	Details submitted pursuant to a Planning Obligation / Memorandum of Understanding (MoU)	
25	To determine submissions by mineral undertakers and the Coal Authority under the provisions of the Town and Country Planning (General Permitted Development) Order 2015 and subsequent orders (the Order); and, to determine applications for prior notification and prior approval under the Order.	Council
25.1	In accordance with the relevant parts of Schedule 17 of the High Speed Rail (London - West Midlands) Act 2017 and Schedule 17 of the High Speed Rail (West Midlands - Crewe) Act 2021 (HS2) to determine:	Council
	the conditions related to the disposal of waste or spoil or the excavation of bulk material from borrow pits – specifically the arrangements relating to the 'ancillary matters' (ref, Schedule 17, Part 1, Paragraph 4 (4) and Schedule 17, Paragraph 4 (4));	
	the plans or specifications submitted by the nominated undertaker related to waste and spoil disposal and excavation of bulk material from borrow pits (ref. Schedule 17, Part 1, Paragraph 7 (2) and Schedule 17, Part 1, Paragraph 7 (2));	
26	In relation to a particular application/scheme of conditions/planning or enforcement appeal to:	Council
	Issue a 'screening opinion' on the need for an Environmental Impact Assessment	
	Issue a 'scoping opinion' on the range of matters to be addressed in the Environmental Impact Assessment	
27	In the case of extreme urgency and in consultation with the Chairman of the Planning Committee to issue directions under the Town and Country Planning (General Permitted Development) Order 1995 and subsequent orders with regard to a restriction of permitted development	Council

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28	To give, in consultation with the Chairman of the Planning Committee, a Direction that a Tree Preservation Order shall have immediate effect without previous confirmation, subject to and under Section 201 of the Town and Country Planning Act 1990	Council
29	To arrange for a site visit to be held in connection with any development control matter where in the opinion of the Director for Economy, Infrastructure and Skills the consideration of that matter would be facilitated or enhanced by such visit; and on any such site visit to arrange for the attendance of the Chairman of the Planning Committee and such Members of the Planning Committee as may be appropriate, and the local member(s) of the County Council affected by the matter, and where the Director for Economy, Infrastructure and Skills considers it appropriate, for the relevant District Council and/or Parish Council to be represented, provided that no decision in relation to that matter shall be taken on the site visit	Council
30	In relation to Schemes of Conditions under the Environment Act 1995, in accordance with government guidance, to:	Council
	Determine requests to postpone the date for the submission of Schemes of Conditions; or	
	Make requests to extend the date for determination of Schemes of Conditions	
TRANSPORT		
31	To exercise all the powers and duties of the County Council under the Transport Acts 1985 and 2000, Local Transport Act 2008 and Competition Act 1998, and any subsequent re-enactment thereof, in the provision of transport services within the county. The arrangement of home to school transport in line with the Education Act 1996	Council
32	To administer the National and Local Concessionary Travel scheme including the negotiation of financial reimbursement with operators and management and control of concessionary pass issue.	Cabinet
RESERVOIRS AND WATER BODIES		
33	To exercise all the powers and duties of the County Council under the Reservoirs Act 1975 and the Mines and Quarries Act 1954 in relation to the management of the Reservoirs and water bodies on its country parks and public access lands	Cabinet
W2R		
34	To make any decisions classified as "Authority Representative Matters" on behalf of Staffordshire County Council and the Contract Management Board in connection with the operation of the W2R waste management facility except where such matters have been specifically reserved for Cabinet decision	Cabinet
35	The Director for Economy, Infrastructure and Skills and the Contract Manager be authorised to make any decisions on "Contract Board Matters" on behalf of Staffordshire County Council in connection with the operation of the W2R waste management facility except where such matters are reserved for Cabinet decision	Cabinet
LAND AND PROPERTY		
36	Jointly with the Director for Finance and Resources, the approval of short term licences (up to three months) for car parking	Council / Cabinet
37	To authorise the Peak Park Authority to discharge the County Council's functions, as contained in the Countryside Act 1968, in relation to land at the former Waterhouses Railway Station	Council / Cabinet
Delegations Nos. 38-48 below refer to Economic Regeneration Properties including Physical Regeneration		
38	To take steps to administer and manage the Council's property estate.	Council / Cabinet
38.1	To effectively manage and administer the County Farms Estate on a day-to-day basis up to a maximum of £100,000	
39	To approve all acquisitions at market value of up to £200,000 and all terms for those transactions	Council / Cabinet
40	To approve the terms of all disposals for best consideration at a market value of below £200,000 and all terms for those transactions	Council / Cabinet
41	To approve all leasehold disposals for best consideration at a total rent over the term or a premium plus the total rent of below £200,000, and all Terms for those transactions including Right of Renewal	Council / Cabinet
42	To approve any Easement or Wayleave where the total premium, consideration and/or rent over the term is below £200,000	Council / Cabinet
43	To approve any lease/tenancy entered into where the total rent over the term or a premium plus the total rent is below £200,000	Council / Cabinet
44	To approve any licence where the total licence fee over the licence period is below £200,000	Council / Cabinet

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45	To settle any claim for dilapidations totalling less than £200,000 where the County Council has been the tenant	Council / Cabinet
46	To approve the removal of Restrictive Covenants where the total payment is below £200,000	Council / Cabinet
47	To approve Pre-emptions and Options where the total value of the property is below £200,000	Council / Cabinet
48	The granting of consent for alterations in the property or its use	Council / Cabinet
SKILLS AND EMPLOYABILITY		
49	To be responsible for the duties and responsibilities for the Local Authority in respect of post-16 education and training to:	Cabinet
	secure sufficient suitable education and training provision for all young people in the area aged 16-19 and up to 25 for those with an Education, Health and Care Plan	
	promote the effective participation in education and training of 16 and 17 year olds	
	identify 16 and 17 year olds who are not participating in education or training and provide support to enable participation	
50	To be the Lead Strategic Commissioner for Entrust and any other partnership or joint working relationships entered into by the local authority in relation to the provision of education services (Authority to be delegated to the Commissioner for Skills and Employability for commissioning IAG).	Cabinet
51	To ensure compliance with the local authority's statutory responsibilities in relation to Raising the Participation Age (RPA) and the Participation of young people in education, employment or training	Cabinet
52	To ensure compliance with the requirements of the Department for Education in relation to the preparation and submission of budgetary and other data in relation to education, children's social services and youth service functions; the format of such data to be compliant with the Department for Education CCIS (Client Caseload Information System). (Authority to be delegated to the Commissioner for Skills and Employability for tracking and reporting young people's participation through the CCIS).	Cabinet
53	To Commission and deliver learning and skills provision funded through the Adult Education Budget grant and to make fees and charges to providers contracted to deliver this provision and participants accessing the provision and be compliant with the conditions of the grant.	Cabinet
54	To Commission the support required for High Needs Students who are over compulsory school age up to age 25 and for whom an Education, Health and Care (EHC) plan is maintained accessing Further Education provision.	Cabinet
55	To support and assist the Stoke-on-Trent and Staffordshire Local Enterprise Partnership in delivering its Skills Strategy including commissioning and delivering projects and programmes on its behalf funded through government, EU and match funding and being compliant with the conditions of these grants.	Cabinet
GENERAL		
56	To be authorised by the Deputy Chief Executive and Director of Corporate Services to attest the affixation of the Common Seal of the County Council.	Council
57	To approve (but not refuse) applications from members submitted under the member fund on climate change and sustainability.	Council
RURAL		
58	To exercise all the powers and duties of the County Council under the Wildlife and Countryside Act 1981 (as amended), Countryside and Rights of Way Act 2000 and the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Habitats and Species Amendment (EU Exit) Regulations 2019 in relation to the operation and management of its country parks and public access lands	Council
59	To designate a footpath as a cycle track under the Cycle Tracks Act 1984	Council
60	To keep the register of prescribed information with respect to applications under Section 53(5) of the Wildlife and Countryside Act 1981	Council
61	To enter into agreements with respect to means of access to any access land under Section 35 of the Countryside and Rights of Way Act 2000 and to provide access in the absence of such agreement under Section 37 of that Act	Council

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No.	Delegation	Overall Responsible Body
62	Subject to consultation with the local member(s), to determine non-contentious applications and applications initiated by the County Council itself, for Public Path Orders to create, stop or divert footpaths and bridleways under: - Sections 25, 26, 118, 118A, 119 and 119A of the Highways Act 1980 - Sections 257 and 258 of the Town and Country Planning Act 1990 - De-Regulation Act 2015 Applications which are, or become, contentious to be referred to the Countryside and Rights of Way Panel for decision.	Council
62a	To exercise all the powers and duties of the County Council under; - the Highways Act 1980, the Countryside and Rights of Way Act 2000, the Rights of Way Act 1990, and the Wildlife and Countryside Act 1981 in relation to public footpaths and bridleways, - The Commons Act 2006 in relation to the administration of the Registers of Deposits of land interests made under Section 15A (1) and to serve all notices and take all steps as the Acts may require in connection with the exercise of such powers and duties.	Council
63	Subject to first consulting the Deputy Chief Executive and Director of Corporate Services: To serve a Notice relating to replacement of trees	Council
64	To authorise the Peak Park Authority to discharge the County Council's functions, as contained in the Countryside Act 1968, in relation to land at the former Waterhouses Railway Station	Council / Cabinet
65	To be authorised by the Deputy Chief Executive and Director of Corporate Services to attest the affixation of the Common Seal in relation to Diversion Orders under s. 118 and 119 of the Highways Act 1980, s.257 of the Town & Country Planning Act 1990 and Creation Agreements under s.25 of the Highways Act 1980.	Council
66	To authorise the Peak Park Authority to discharge the County Council's powers and functions under the Ancient Monuments and Archaeological Areas Act 1979 in respect of that part of the Peak District National Park which is within Staffordshire, without prejudice to the exercise concurrently by the County Council within that area of their powers under the Act.	Council
67	To give, in consultation with the Chairman of the Planning Committee, a Direction that a Tree Preservation Order shall have immediate effect without previous confirmation, subject to and under Section 201 of the Town and Country Planning Act 1990	Council
68	Subject to consultation with the local member(s) to respond to consultation by other local authorities under sections 64(3) and 64(4) of the Anti-Social Behaviour, Crime and Policing Act 2014 in relation to the proposal to make a Public Space Protection order which would have an effect on a Right of Way. Proposals which are, or become, contentious to be referred to the Countryside and Rights of Way Panel for decision.	Council
REGULATORY SERVICES AND COMMUNITY SAFETY		
69	To appoint qualified person(s) to hold the following statutory offices: Public Analyst for the purposes of the Food Safety Act 1990 and Agricultural Analyst for the purposes of the Agriculture Act 1970 Deputy Public Analyst for the purposes of the Food Safety Act 1990 Deputy Agricultural Analyst for the purposes of the Agriculture Act 1970 Chief Inspector of Weights and Measures for the purposes of the Weights and Measures Act 1985	Council
70	To be the Proper Officer to undertake the council's function under Section 23 of the Coroners and Justice Act 2009, with regard to the appointment of senior, area (deputy) and assistant coroners and to have responsibility for financial expenditure by the Coroner Service.	Council
71	To designate staff of the service as a duly authorised officer, person, inspector and/or sampling officer (as the case may be), for all purposes under legislation conferring powers or duties on the County Council in respect of the protection of the public, consumers, animals (both wild and domestic), or the environment, (and in particular legislation specified in the Trading Standards Quality Assurance System together with any Orders or Regulations made thereunder or relating to the specified legislation or having effect by virtue of the European Communities Act 1972 and any modification (including the European Union (Withdrawal) Act 2018), amendment or re-enactment of any of the foregoing legislation, Orders or Regulations); and the enforcement of which the County Council are empowered to undertake; and to confer on them all powers which the County Council may confer for the purposes of determining whether or not the provisions of such legislation and any Orders and Regulations are being complied with and all powers of enforcing the same in accordance with the relevant legal provisions for doing so.	Council

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72	By virtue of section 19 of the Health and Safety at Work Act 1974, to appoint as inspectors such persons having suitable qualifications as necessary for carrying into effect the relevant statutory provisions and to terminate any appointment under this section. (Every appointment of a person as an inspector under this section shall be made by an instrument in writing specifying which of the powers conferred on inspectors by the relevant statutory provision shall be exercisable by the person appointed)	Council
73	To designate staff of the service as being authorised, after receipt of the necessary information or documentation, to issue or amend or where so authorised to refuse or to revoke any licences or to register any persons or premises or to issue certificates and collect any fees pursuant to legislation referred to in paragraph 39 and 40 above upon such terms and conditions as may be appropriate in each case	Council
74	To refuse to renew licences where licensees have failed to submit the appropriate petroleum spirit storage tank test certificate and/or the appropriate petroleum spirit store electrical installation test certificate by the due date	Council
75	To authorise in cases of urgency and subject to consultation with the Chairman of the Planning Committee: An application to a court under the Safety of Sports Grounds Act 1975 to prohibit or restrict the admission of spectators;	Council
	The serving of a preliminary notice to enforce safety at outdoor sports grounds where it is confirmed that a stand provides cover for more than 500 people	
76	To issue, amend and withdraw a prohibition notice under the Fire Safety and Safety of places of Sport Act 1987 when the risk to spectators at a ground is so great that until steps have been taken to reduce it to a reasonable level, the admission of spectators ought to be restricted or prohibited	Council
77	To issue or amend or where so authorised to refuse or to revoke and make technical amendments to Safety Certificates issued by virtue of the Safety of Sports Grounds Act 1975, and the Fire Safety and Safety at Sports Grounds Act 1987 and related legislation.	Council
78	To commence as a Responsible Authority a review of a premise licence where the circumstances reveal that there has been a breach of Licensing Objectives.	Council
79	To approve an application to a court for a warrant pursuant to legislation referred to in paragraph 39 and 40 above.	Council
80	To approve information and intelligence sharing protocols with other agencies in consultation with the Council's Information Governance Unit	Council
81	To authorise appropriately competent officers and persons from outside the authority to act under Trading Standards legislation as specified in any formal joint working arrangements or in the event of an emergency where additional staff are required to supplement the existing workforce.	Council
82	Discharge a function under section 101 of the Local Government Act 1972 (As Amended) where it is expedient for the promotion or protection of the inhabitants of Staffordshire, as required by Section 222 Local Government Act 1972.	Council
83	Where it is in the 'public interest' as detailed in the Code for Crown Prosecutors, administer a "simple Caution" for those who commit less serious crimes when:	Council
	there is evidence of the offender's guilt sufficient to give a realistic prospect of conviction in a criminal court	
	the offender is aged 18 years or over	
	the offender has admitted the offence and the offender agrees to be given a caution.	
84	Enter into a contract with other Local Authorities or businesses for the provision of Regulatory and Community Safety Services either by or for the County Council.	Council

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No.	Delegation	Overall Responsible Body
85	To be the responsible officer for ensuring that the County Council's Library Service complies with the statutory requirements detailed within the Public Libraries Act 1964	Council
86	To be responsible for the delivery and management of the County Council's duties under the Public Libraries Act 1964 by those third parties (e.g. community groups) with whom the County Council has contractual and leasing arrangements for the library service/premises	Council
87	To exercise all the powers and duties of the County Council relating to archives and records under The Local Government Acts 1972 and 1992, The Local Government (Records) Act 1962, The Public Records Act 1958 and 1967, The Law of Property Act 1922, The Tithe Act 1936, The Parochial Registers and Records Measures 1978 as amended by the Church of England (Miscellaneous Provisions) Measure 1992, Manorial Documents Rules 1959, Tithe Rules 1960, General Data Protection Regulations, Freedom of Information Act 2000	Council
88	To authorise the disposal of artefacts from the County Museum collection	Cabinet
89	To sign off grants over £50,000	Cabinet