



WENDOVER PARISH COUNCIL

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Market Protocol

Local Produce Market – 3rd Saturday of each month

Admin/Protocols Prior to LPM

- Wednesdays before the Local Produce Market, the admin assistant will send the book list to the Market Manager, advising her of which stalls will be attending (including Charity Pitches).
- If a charity is attending, contact will be made to re-confirm the protocols and to ensure their Public Insurance is on file.
- The Book List gives the Market Manager time to adequately plan where the stalls will be pitched on Manor Waste based on the number attending.
- The grounds team unlock the bollards on Wednesday for the Thursday market, and they are left down for the Local Produce Market on Saturday.
- The market is advertised via Facebook.

On the Day

- The Market Manager is the first to turn up on Manor Waste between 8am and 8.15am and allocates the pitches as traders arrive.
- Other businesses who have agreements with the Parish Council to use Manor Waste must not set up until all the market traders are in situ, normally by 10:00am. Any issues/conflicts must be reported to the Clerk immediately.
- If any problems are encountered the Market Manager has the WPC staff mobile number so can contact him/her direct.

- All vehicles vacate Manor Waste before the market starts at 10am.
- All stall holders park their vehicles in the Witchell Car Park, off South Street.
- Around 10.30am Wendover Parish Council attends the market to collect the pitch fees.
- All attendees are marked off in the Market Book, the pitch fees are collected, the invoice is handed over and the following months attendance is confirmed by the stall holder.
- WPC Staff goes back to the Clock Tower and counts the money taken from the stall holders, it is left in in the CT for the RFO to cross check against the Market Book.
- Stall holders are not permitted to pack up and leave the market before 1pm. Stall holders must leave Manor Waste clean and tidy and remove all waste.

Admin after Market

- Upon arrival on Monday to the CT, after the LPM, the RFO will double check the cash taken at the market and counter signs the Market Book.
- The cash is then deposited into the Lloyds account via the Post office.

Weekly Market – Every Thursday

- The Clerk is the main point of contact for all issues relating to the Thursday Market.
- The Clerk will liaise with the Market Manager on all issues relating to the Thursday Market and through him liaise with the individual stall holders.
- Major concerns unresolved by the Clerk and Market Manager will be presented to the Council for consideration.
- The Clerk is responsible for presenting the Monthly Market invoice to the Market Manager and ensuring it is paid within 30 days of issue.
- The Clerk, or in his absence the Deputy Clerk, will visit the Market every Thursday to ensure:
 - The Market is compliant with the Manor Waste protocol.
 - Temporary arrangements are being adhered to i.e., COVID-19 sanitisation points.
 - All trader vehicles are removed from the Manor Waste once unloading and loading is completed.
 - The Market Manager is content with the current arrangements.

- Manor Waste is left clean and tidy with all waste removed.

Document History

Approved and Adopted by Parish Council on	02/03/2021	(version 1)
Reviewed	07/02/2023	(version 1)

Next review due summer 2023 in line with Parish Plan and Manor Waste strategy