

Lichfield City Council

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Town Clerk: **Anthony Briggs** BA (Hons), CiLCA

18 February 2026

To: Members of the Commercial Services Committee

Councillors J Blackman (Chair), H Ashton, D Baker, R Bragger, P McDermott, and S Schafer.

Also, to:

LCC Markets Officer (Jeremy Williams)
Office Administrator (Michelle Read)
Guildhall Bookings Officer (Helen Winter)
Civic Officer (Harriet Chatwin)
LDC Events Manager (Nicole Vanacore)
LDC Events Officer (Amy Hawkins)
LDC Cabinet Member for Operational Services, Parks & Waste (Cllr P Whitehouse)
LDC Cabinet Member for High Street & Economic Development (Cllr R Holland)

Dear Councillor

Commercial Services Committee

You are invited to attend a meeting of the **Commercial Services Committee to be held at 6.00pm on Wednesday 25 February 2026 in the Moulton Room** for the transaction of the following business.

Any Councillor unable to attend should forward their apologies to the Deputy Town Clerk. (sarah.thomas@lichfield.gov.uk)

Yours sincerely

Sarah Thomas
Deputy Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
- 3. MINUTES AND MATTERS ARISING**

To confirm as a correct record the Minutes of the Commercial Services Committee meeting held on 13 January 2026 (copy attached) [*Minutes adopted by Council on 26 January 2026*] and to consider any matters arising from those Minutes.

4. NEW GUILDHALL AND MARKETS MICRO WEBSITE

The Deputy Town Clerk will update Members on the launch of the Guildhall micro website and progression of the Markets micro website following comments received.

The latest version of the Guildhall Micro site can be seen at <https://guildhall.visionwordpress.co.uk/>

RECOMMENDED: That the update be noted and any further suggestions communicated to Vision ICT via the Deputy Town Clerk.

5. GUILDHALL UPDATE

To consider the Guildhall Bookings Officer's report at **APPENDIX 1** and the data provided at **APPENDIX 2** regarding bookings.

RECOMMENDED: That the report be noted.

6. MARKETS UPDATE

To consider the Markets Officer and Office Administrator's report at **APPENDIX 3**.

RECOMMENDED: That the report be noted.

7. TRADER REPRESENTATIONS

This is a standing item on the agenda. However, no representations have been received for this meeting.

8. FOOD FESTIVALS AND COLLABORATION WITH LDC

LDC Officers and Councillors will provide a verbal update to Members regarding plans for the spring and summer Food Festivals, including clarification on pricing structure. LCC Officers have also confirmed that they will work collaboratively with LDC and attend stakeholder meetings during the planning stages of the Food Festivals.

RECOMMENDED: That the verbal update be noted.

9. ANTIQUE MARKETS AND ADDITIONAL SUNDAY MARKETS

The Markets Officer has now confirmed the pricing structure and introductory offers to the external company who can provide additional themed markets such as antiques. A proposal is still awaited.

As detailed in the Market's Officer report the possibility of holding a Young Traders market in collaboration with the NMTF is being investigated. A member of the markets team will be attending a Zoom meeting to find out more details.

RECOMMENDED: That the update be noted and any appropriate action progressed.

10. MARKETING

The Deputy Town Clerk updated Members that additional content is now being generated on Facebook as per the Chairs suggestion.

RECOMMENDED: That the Deputy Town Clerks update be noted and any appropriate action progressed.

11. DATE AND TIME OF NEXT MEETING.

To be decided by the Committee.

ANY OTHER BUSINESS AT THE DISCRETION OF THE CHAIR

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Lichfield City Council

Minutes of the Meeting of the Commercial Services Committee held on Tuesday 13 January 2026 at 6.00pm in the Moulton Room, Guildhall

PRESENT: Councillors J Blackman (Chair), H Ashton, D Baker, R Bragger and S Schafer

IN ATTENDANCE: S Thomas (Deputy Town Clerk), M Read (Markets Administrator) J Williams (Markets Officer), H Winter (Guildhall Bookings Officer), H Chatwin (Civic Officer), C Read (Facebook Administrator)

APOLOGIES: Councillor P McDermott

36. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors R Bragger & H Ashton declared an interest in agenda item 7 (minute 42), regarding the Victorian Christmas Market as they are also District Councillors.

Councillor H Ashton declared an interest in agenda item 9 (minute 44), regarding Fees and Charges as he is the LCC representative for the Twinning Association and Municipal Charities who both hire rooms at the Guildhall; his wife is a member of the Lichfield Society of Artists who also hire rooms at the Guildhall.

37. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the Commercial Services Committee meeting held on 10 November 2025 be confirmed as a correct record [Minutes adopted by Council on 8 December 2025].*

38. MATTERS ARISING

None.

39. NEW MICRO WEBSITES FOR THE GUILDHALL AND MARKETS

The Deputy Town Clerk informed Members that the Guildhall micro website is nearing completion and a launch date of 3 February was suggested. Work continues on the content and amendments to the logo for the Markets micro website.

RESOLVED: *That the update be noted*

40. GUILDHALL UPDATE

Members considered the Guildhall Booking Officer's update report at **Agenda Appendix 1**.

Councillor R Bragger expressed concerns as to whether the repairs to the Guildhall roof would be completed before the Wedding on 25 July. Officers confirmed that the contractors have been made aware of the time frame and scheduled the work accordingly.

Councillor J Blackman asked if a table of bookings for 2025 could be included in the next agenda in order that a comparison could be made year on year. Councillor J Blackman requested that this be included as a standard agenda item.

Councillor R Bragger asked how far in advance Lichfield Arts concerts were booked. The Guildhall Bookings Officer informed Members that these were booked a year in advance and where possible on the same dates as Craft fayres in order to utilise the room as much as possible.

RESOLVED: That the Guildhall Officers update be noted.

41. MARKETS UPDATE

Members considered the Market Officer's update report at **Agenda Appendix 2**.

In a revision to the report the Markets Officer informed Members that there were now four pitches available on the Tuesday market which were proving difficult to fill with casual traders due to the inclement weather.

Members were concerned to learn that the Vegan Market has reduced the number of bookings in 2026, however Officers suggested that the available dates could be filled with other themed markets to be discussed at Agenda item 13.

The Deputy Town Clerk drew Members attention to Radio WM's 'Twelve Days of Christmas' campaign and the live broadcast from the market, suggesting that the popularity of this event be capitalised on in future years.

RESOLVED: That the Markets Officer's update be noted.

42. VICTORIAN CHRISTMAS MARKET

Members considered the issues raised during the Victorian Christmas Market as detailed at **APPENDIX 3** noting the verbal update from Officers.

Councillor R Bragger noted the success of the August Food Festival which LCC and LDC worked on collaboratively and suggested that this would be beneficial for future events. Officers confirmed that they have offered their expertise to LDC but have been met with some reluctance. Members asked that the LDC events team and Councillor R Holland be invited to attend the next Commercial Services Committee meeting to discuss further.

RESOLVED: That the update be noted and that the LDC Events team and Councillor R Holland be invited to attend the next Commercial Services Committee meeting.

43. TRADER REPRESENTATIONS

There were no representations from Traders.

44. FEES AND CHARGES 2026/27

Members considered the Agenda report, proposed fees and charges at **APPENDIX 4** and representations received from Guildhall hirers at **Enclosures 2,2a and 2b**

Following much discussion Members agreed to abolish the 'charitable/voluntary' room hire charges and combine with the 'private' hire charges into a new 'Standard' tier. It was agreed that these charges be increased by RPI plus an additional 1% to cover overheads.

In addition Members felt that the current commercial room hire rates were under current market value and agreed to increase the rates per room by varying percentages.

[The proposed changes to the Guildhall hire charges and Market fees are not included in these minutes but are as provided as part of the main Council Agenda]

The Deputy Town Clerk reminded Members of the representations received from current hirers objecting to the proposed increases and advised that all Members will require a clear understanding of the proposals at Council.

[Deputy Town Clerks note. The current RPI is 3.8% however Council is asked to note that the next published RPI will be on 21 January and should this figure change then the proposed hire charges will need to be recalculated]

In addition Councillor S Schafer noted that the Guildhall bar is underutilised and suggested LCC should take the opportunity to offer this facility for hirers. Councillor S Schafer also suggested that a temporary café be created in the Guildroom. After considerable debate the Chair asked Councillor Schafer to prepare a report on these matters for consideration by the Committee at its next meeting.

RESOLVED: That for the purposes of Council's formal consideration 2026/27 fees and charges, the Market rent/pitch fees and Guildhall hire rates be presented to council as agreed by this Committee [agenda appendix 4 and 5 respectively of the City Council meeting scheduled for 16 January 2026]

[At this point Councillor S Schafer left the meeting]

45. ANTIQUES MARKET

The Markets Officer confirmed that a meeting had been held with a company providing Antiques and other themed Markets, however there was some confusion regarding charges which will be resolved after the Commercial Services meeting.

RESOLVED: That the update be noted.

46. MARKETING

Members considered the Chair's suggestions regarding the way in which the Guildhall was marketed, suggesting that Weddings and community events be given a high, standalone profile. Councillor J Blackman also suggested that the same information also be shared with both the Birmingham Chamber of Commerce and the Lichfield Chamber of Trade to highlight the Guildhall.

RESOLVED: That the Guildhall Facebook page to also feature standalone events at the Guildhall and that this information be shared with both the Birmingham Chamber of Commerce and the Lichfield Chamber of Trade.

47. VIDEO CONFERENCING

Members considered the Chairs suggestions regarding video conferencing. The Deputy Town Clerk confirmed that there was no budget available to invest in digital equipment. After discussion it was agreed that LCC's existing digital projector, screen and web cam be used to offer this service to hirers. The only purchase required would be a multidirectional speaker. It was suggested that a local company be approached to see if they wished to sponsor a conferencing 'starter kit'.

RESOLVED: That existing LCC equipment be offered to hirers who required the use of video conferencing facilities.

48. ADDITIONAL SUNDAY MARKETS AND PROMOTIONAL FEES

Members considered Officers' suggestion of establishing a market on each Sunday of the year under the provisions of the Food Act Part III and the terms of hire if this was agreed.

RECOMMENDATION TO COUNCIL:

- a) *That the Council establish a market on each Sunday of the year under the provisions of the Food Act part III*
- b) *That the Market Square be offered to new/existing regular market providers under similar terms to the existing Producers/Vegan Market*
- c) *That delegated authority be given to Officers to offer an introductory hire charge to new market providers.*

49. DATE AND TIME OF NEXT MEETING

Wednesday 25 February 2026 at 6.00pm in the Moulton Room, Guildhall.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.49pm.**

Commercial Services Committee 25 February 2026: APPENDIX 1

GUILDHALL UPDATE: Guildhall Bookings Officer, Helen Winter.

Analysis of Bookings

2026 Bookings (as of February 16, 2026)

	Charitable & Voluntary	Private	Commercial (Inc Slimming World & Mkt Research)	Special Events Package
January	18	4	9	0
February	18	5	11	0

The above bookings comprise two main categories: regular hirers and other bookings.

The Guildhall is regularly booked by a number of groups and organisations. These include Bridge, Chess, Slimming World, the RSPB, U3A, Chess (multiple sessions), the National Trust, Band Practice, and three Lichfield Art Concerts.

In addition to regular users, the Guildhall has also hosted a variety of other events such as meetings, contact sessions, an HS2 drop-in, a Celebration Dinner, a 40th Birthday Party, and a private AGM.

Update on 2026 Bookings Availability (Entire Building)

	Friday	Saturday	Sunday
January	2	2	3
February	1	1	4
March	1	1	2
April	2	0	1
ROOF WORK			
August	3	2	5
September	2	0	3
October	2	0	2
November	0	0	0
December	1	0	1 (Xmas hols)
TOTAL	14	6	21

Comparison Of Wedding Bookings for 2025, 2026 & 2027

	2025	2026	2027
January	-	-	
February	-	-	
March	-	-	
April	-	1 Reception	
May	1 Reception	<i>Roof Repairs</i>	
June	-	<i>Roof Repairs</i>	1 Ceremony
July	-	1 Ceremony/ Reception	
August	-	2 Ceremonies/Receptions <i>(1 Provisional)</i>	
September	-	1 Reception	
October	1 Ceremony/Reception	2 Ceremonies/Receptions	
November	2 Receptions	1 Blessing/Reception	*1 Blessing/Reception
December	1 Ceremony/Reception	-	<i>1 Provisional</i>
TOTAL	5	*8	2

**All Special Events Package*

At the request of the Chair the analysis of bookings by room, hours and rate for 2025 is attached at **APPENDIX 2**

Slimming World

Slimming World has been informed of the increase in Guildhall hire charges, effective from 1 April 2026 and as a consequence have confirmed they are seeking an alternative venue. Should they remain until April, then the booking time will be reduced and moved from the main hall during the daytime to the Ashmole room during the evenings for weigh in sessions but only until an alternative location can be found. This loss of a commercial hirer could result in a revenue loss of over £14,000 and impact on the contracted hours of the Premises Attendants.

WI-FI Connection

Unfortunately a hirer recently cancelled 4 meetings following a session in which the Wi-Fi signal was not strong enough for streaming their workshops. MT Services have been asked to monitor the signal at peak times but have found no issues to date. They confirm that the signal is as strong as possible for a building of the Guildhall's size and age.

Roof Repairs

The roof repair work will start at the beginning of May and is scheduled to be completed before a Wedding on 25 July 2026. Further surveys are scheduled in the next few weeks.

**Commercial Services Committee 25 February 2026:
APPENDIX 2**

	RATE: Number of Hours			RATE: Number of Bookings		
	Voluntary	Private	Commercial / Weddings	Voluntary	Private	Commercial / Weddings
<i>NB high numbers due to Mencap</i>						
Jan-25						
MAIN HALL	41.50	12.50	32.00	11	2	11
GUILDROOM	99.00	12.00	0.00	20	2	0
ASHMOLE	25.00	29.50	9.50	6	9	3
WHYTMORE	70.50	2.50	0.00	10	1	0
WHOLE BUILDING	0.00	0.00	0.00	0	0	0
Feb-25						
MAIN HALL	38.00	15.50	24.00	11	3	8
GUILDROOM	30.50	29.25	6.50	10	4	1
ASHMOLE	20.00	24.50	64.50	4	8	10
WHYTMORE	4.00	4.00	0.00	1	1	0
WHOLE BUILDING	0.00	0.00	0.00	0	0	0
Mar-25						
MAIN HALL	26.25	0.00	35.50	10	0	10
GUILDROOM	33.50	0.00	11.00	11	0	2
ASHMOLE	14.00	26.00	0.00	4	8	0
WHYTMORE	7.00	5.00	6.00	2	2	1
WHOLE BUILDING	9.00	0.00	0.00	1	0	0
Apr-25						
MAIN HALL	23.50	7.00	31.50	8	1	10
GUILDROOM	39.00	0.00	0.00	13	0	0
ASHMOLE	12.00	9.50	2.00	3	4	1
WHYTMORE	0.00	2.50	2.00	0	1	1
WHOLE BUILDING	0.00	0.00	0.00	0	0	0
May-25						
MAIN HALL	16.00	8.00	35.50	5	1	11
GUILDROOM	25.00	19.00	6.50	6	2	1
ASHMOLE	3.00	7.00	2.00	1	3	1
WHYTMORE	2.00	0.00	2.00	1	0	1
WHOLE BUILDING			SPECIAL			1
Jun-25						
MAIN HALL	28.00	2.00	29.50	7	1	9
GUILDROOM	19.00	26.00	19.50	6	4	3
ASHMOLE	16.50	0.00	19.50	3	0	3
WHYTMORE	4.00	0.00	0.00	2	0	0
WHOLE BUILDING	8.00	19.50	0.00	1	2	0

Commercial Services Committee 25 February 2026: APPENDIX 3

MARKETS UPDATE – Jeremy Williams, Markets Officer

The Fridays and Saturday markets remain fully occupied with three pitches available on the Tuesday Market, with one new trader starting on the 24 February.

There have been two to restricted market days due to weather conditions one being a Friday and the other a Tuesday.

A new trader has joined the Fruit & Vegetable stall on Wednesday's. Following a successful Christmas on the market selling flowers and other floral items *Poppies* has welcomed the opportunity to continue trading on a non-market day.

Tuesday Market Update

There are currently three pitches vacant on the Tuesday market with a new trader '*Joyem*', selling candles and reed diffusers starting on 24 February. On Tuesday 27 January, the market was restricted due to high winds.



Friday Market Update

The Friday Market remains full. Unfortunately on Friday 10 January, the market was restricted due to heavy snow fall but the square was cleared and deemed safe for trading. This did result in representations from traders who were reluctant to pay arrears, however as the market was not cancelled the arrears were not waived. The Markets Officer reiterated the severe weather policy and terms of the traders licence. The severe weather policy has been updated for Members approval at **APPENDIX 4** and will be issued to traders with their new licences in March 2026.



Saturday Market Update

The Saturday market remains full. The Markets Officer maintains a list of casual traders from all the markets that are invited to stand when permanent traders are absent or take holidays.

Vegan Market

The Vegan market will return on Sunday 17 May 2026. The Vegan market has only booked three markets for 2026 due to poor trader attendance last year. They will be looking at having a biodiversity market on Sunday 20 September 2026, depending on the success of this market, other future bookings may be made.

Producers Market

The Producers market had its first market of 2026 on Sunday 1 February and will continue throughout 2026. This market, operated by CJ Events, is held on the first Sunday of the month.



The market is well supported with around 30 traders standing each month and is immensely popular with customers. There are a high number of traders that attend, not always the same traders each month and all have variety of goods to sell.

Officers continue to work on the provision of additional themed Sunday markets and Community days.

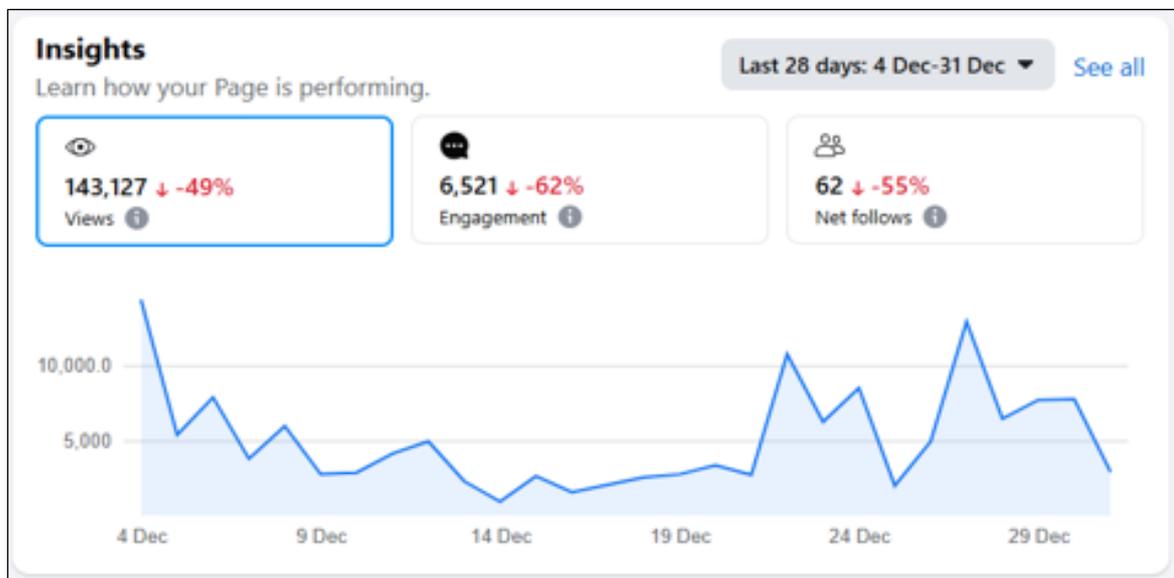
In addition Officers have identified the possibility of holding a Young Traders market. The NMTF is organising a national initiative to provide a vital

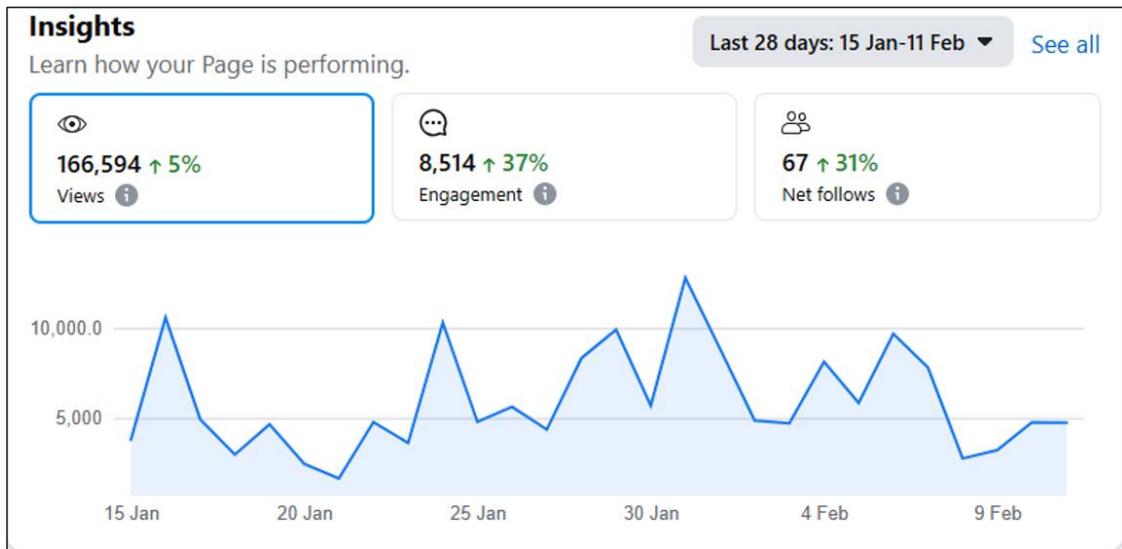
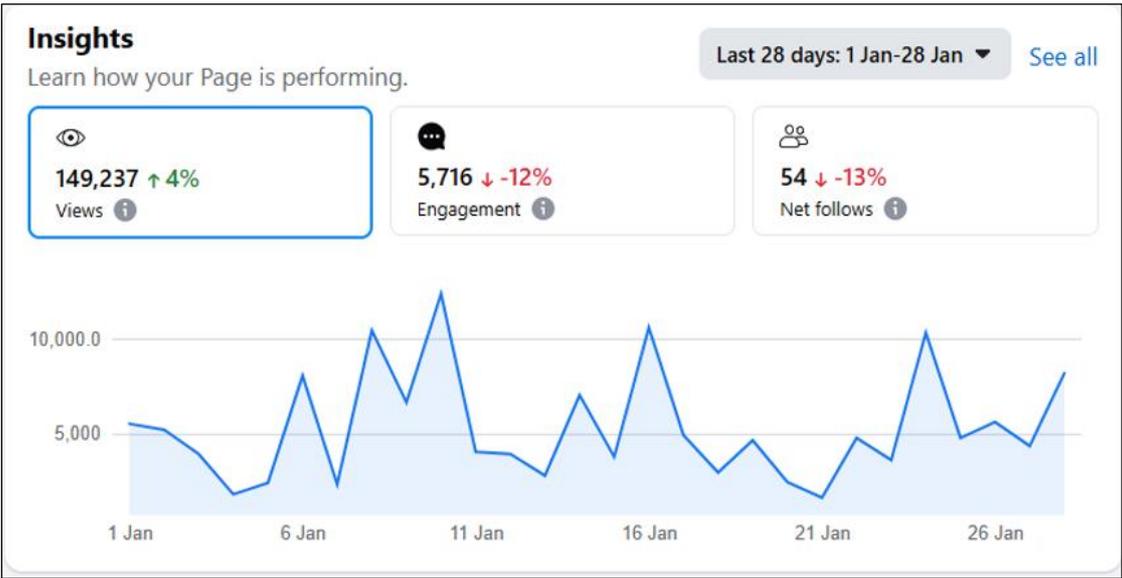
platform for young entrepreneurs to showcase their innovative products and ideas. Young traders from 16 -30 are invited to take part, as the scheme spans eleven regions across the UK. A member of the markets team will be attending a Zoom meeting to find out more details.



The market team is also looking into the possibility of celebrating the granting of the market charter, and if it is possible to have the charter regranted by the King in 2026.

Social Media Insights





Commercial Services Committee 25 February 2026: APPENDIX 4

Severe Weather Policy – Markets

1. Purpose and Legal Basis

This Policy establishes the framework for determining whether Council operated markets may proceed in adverse weather conditions. It is intended to protect public safety, maintain operational consistency, and define the respective responsibilities of the Council and traders.

The Council exercises its functions under applicable local government powers, including its duty of care as occupier/organiser, and this Policy shall be applied in a manner consistent with those duties and with all relevant legislation.

This Policy forms part of the Council's Market Regulations and is legally binding on all traders where incorporated into their licence or trading agreement.

2. Core Principles

2.1 Public safety at the market venue is the Council's primary consideration.

2.2 Travel to and from the market is outside the Council's control, and traders are responsible for their own travel risk assessments and decisions.

2.3 Weather related decisions must be made objectively, consistently, and supported by documented rationale to ensure legal defensibility.

2.4 The Council adopts Met Office warnings as the national authoritative standard for weather risk assessment.

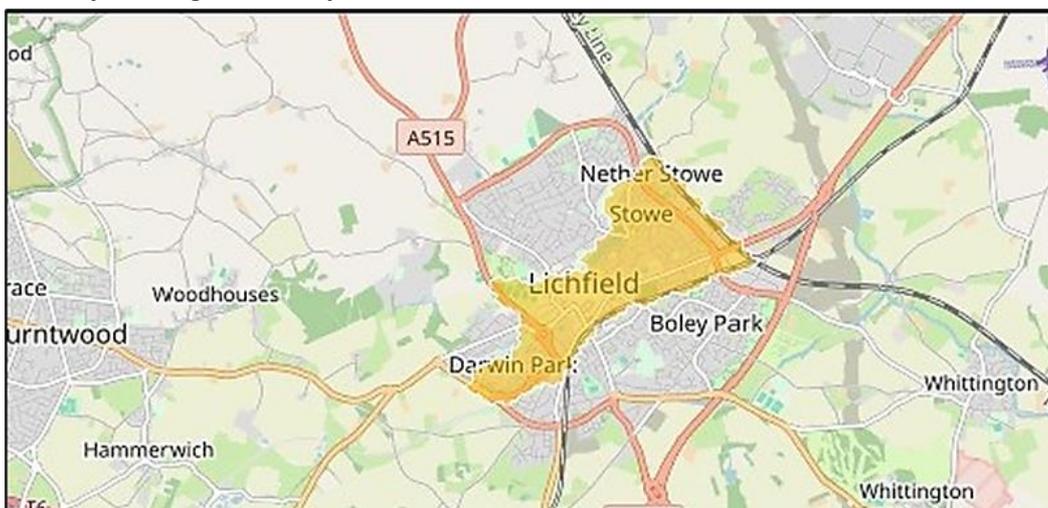
3. Automatic Closure Trigger

3.1 A market shall be automatically cancelled where the Met Office issues an Amber or Red Weather Warning that:

a) applies to the postcode sector (highlighted orange below) in which the market venue is located; and

b) is in force for any portion of the market's defined core trading hours.

3.2 For clarity and legal certainty:



- The warning must appear on the Met Office public warning map and be shown as covering the relevant postcode district.
- A yellow weather warning may not be considered a reason to cancel or curtail the market/event.
- The City Council will actively seek advance weather warning from the Met Office and third-party forecasting services.
- Cancellation shall be deemed effective from the earliest time at which the warning applies.

- “Core trading hours” shall be fixed in the Market Regulations or the trader’s licence and shall not vary between traders.

3.3 Where conditions for automatic cancellation are met, no additional assessment is required, and no officer has authority to override the automatic closure.

3.4 Automatic closure is a pre-determined safety measure, adopted to ensure consistency.

4. Discretionary Closure

4.1 Where no automatic closure applies, the Council shall carry out a site specific safety assessment of the market venue, taking into account:

- wind speed and gust projections using the 35mph/45mph framework (see 4.4)
- precipitation type and intensity
- ice, snow or heat related hazards (**Where resources allow LCC will grit the market square [or part of] and endeavour to keep walkways clear**)
- ground and surface conditions
- structural safety of stalls and fixtures
- ability to deploy staff safely
- emergency access routes
- likelihood of conditions deteriorating during trading hours

4.2 If, based on that assessment the venue is reasonably considered unsafe or operationally unviable, the Council may **cancel or restrict** the market.

4.3 For the purposes of market operation, the Council’s decision shall be final, without prejudice to any statutory rights of review or challenge.

4.4 **Wind speed** limits of 35mph for a normal market and 45mph for trading from vehicles are not absolute; a pragmatic view based on risk and judgment will be taken on each occasion. However, trading from vehicles will normally be instigated at the discretion of the Markets Officer or other duly authorised Officer with consultation with the Deputy Town Clerk on occasions such as:

- Wind speeds forecast to be in excess of the 35mph limit but below the 45mph limit (for example whole day forecast to be between 38 and 44mph)
- wind speeds are forecast to be consistently slightly above the 35mph limit and consistently below the 45mph limit (for example 37mph from 8am – midday, 38mph from midday – 2pm and then dropping to 34mph from 2pm – 4pm)
- there is a forecast increase in winds during the normal trading day that lead to gusts significantly above the 35mph limit, even if this is only for a relatively short period (for example 20mph at 8am but rising to 45mph at midday and back to 20mph by 4pm).

The decision as to whether a market will be cancelled in its entirety will be similarly considered and subject to the same pragmatic view. However, where winds are consistently forecast to be above 45mph, the Market is to be cancelled. Wind speed information used to inform such decisions to be as provided by the Met Office.

4.5 **Restricted Market** The Markets Officer has the discretion to allow trading from vehicles ONLY (no gazebos or stalls/sheeting to be erected). Fruit and vegetable stall are allowed to use tables due to the weight of the goods (no umbrellas or sheeting to be erected); other exceptions can be made on a case-by-case basis, the decision of the Markets Officer being final.

- Regular Traders who do trade at a reduced market will be charged a pitch fee equivalent to 75% of the standard rate.
- Any Service Charge payable will be charged at the standard rate.
- Non-attendance does not incur arrears.

4.6 **Market Cancellation.** In the case of full market cancellation, regular Traders will not be charged stall rent. No legal trading can take place.

4.7 Officers will endeavour to decide as early as possible to cancel the market/event in full or part, or to provide a restricted market. **This decision must be communicated to Traders no later than 4pm on the day before the market/event.** Please also refer to clause 8.

4.8 The discretion of the Markets Officer or other appropriate LCC officer with consultation with the Deputy Town Clerk to close the market and/or Market Square on any trading day to some or all traders if it is considered necessary to do so to protect traders and/or the public remains in place at all times.

5. Trader Duties and Responsibilities

5.1 Where a market proceeds, traders are solely responsible for:

- assessing weather and travel conditions affecting them personally
- determining whether it is safe or practical to travel
- securing their equipment in accordance with weather conditions
- maintaining appropriate insurance

5.2 The Council has no duty and assumes no responsibility for assessing travel conditions encountered by individual traders

5.3 A trader's inability or decision not to travel does not release them from contractual obligations unless the Council has formally cancelled the market

6. Financial Consequences and Liability

6.1 Where a market proceeds as scheduled, all licence terms—including payment of rent and fees—remain fully enforceable regardless of individual trader attendance.

6.2 The Council shall not be liable for:

- a trader's inability, refusal or decision not to travel
- financial loss resulting from automatic cancellation under Clause 3
- financial loss resulting from discretionary closure under Clause 4
- consequential or indirect losses arising from weather related disruption

6.3 Nothing in this Policy excludes liability where such exclusion would be unlawful, including liability for death or personal injury caused by the Council's negligence

7. Communication of Closure

7.1 Where a market is cancelled (automatically or otherwise), the Council shall issue a notification as soon as reasonably practicable through designated communication channels. Notification methods may include:

- email distribution lists
- SMS or other messaging systems
- official social media channels/LCC website
- on site signage where feasible

7.2 Failure to receive notification does not affect the legal validity of automatic cancellation under Clause 3.

8. On Site Operational Requirements When Markets Proceed

8.1 When a market proceeds during challenging weather conditions, traders must:

- follow all instructions issued by the Markets Officer or other LCC staff assigned to those duties
- secure their structures adequately, using weights, tie downs or other mandated systems
- comply with temporary restrictions or revised layouts

8.2 The Council may, for safety reasons:

- prohibit the use of gazebos or similar structures
- reduce trading areas
- impose staggered setup times
- implement temporary operational rules
- cancel/close the market at any time if conditions deteriorate to such a degree that, in the opinion of the Markets Officer (or other duly appointed officer on duty) with consultation with the Deputy Town Clerk, it is reasonable to do so.

8.3 If a market is closed under 8.2 above before midday then no pitch hire fee will be payable. If closure takes place after midday, pitch fees at the prevailing rate will apply.

9. Record Keeping and Legal Defensibility

9.1 The Council shall retain:

- copies of relevant weather warnings
- site assessment checklists
- decision records

9.2 These records shall be retained in accordance with the Council's records retention policy and are intended to support legal defensibility in the event of challenge.

10. Definitions

Met Office Weather Warning: An Amber or Red warning published on the Met Office's publicly accessible warning system covering the postcode district of the market venue.

Core Trading Hours: The fixed hours during which traders are permitted to trade under the Market Regulations or individual licence. For legal certainty, these shall be defined in writing.

Automatic closure: Closure triggered solely by the conditions in Clause 3, requiring no further assessment.

Market venue: The defined trading area set out in the market's operational plan.

11. Policy Review

11.1 This Policy shall be reviewed annually, or sooner where:

- Met Office practices materially change,
- new statutory obligations arise, or
- operational experience suggests amendments are required.

11.2 Any amendments must be approved in accordance with the Council's governance framework.

Date of Adoption:

Date for Review: