

Viscountess De L'Isle

High Sheriff of Kent
Mr Fenwick

Mrs Fenwick

HM Lord Lieutenant of Kent
Viscount De L'Isle

Lady Boyce

Admiral of the Fleet
The Lord Boyce
KG GCB OBE DL
Lord Warden of the Cinque Ports

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Speaker of the Cinque Ports
The Rt Worshipful Mayor of New Romney
Cllr Joynes

Mayoress of New Romney
Mrs Joynes

Admiralty Judge
Lord Clarke

Lady Clarke

Bishop of Dover
Reverend Willmott

Mrs Willmott

Deputy Lord Lieutenant East Sussex
Mr Peters

High Sheriff of East Sussex
Mr Gebbie

Mrs J Russell

Surrogate Judge
Mr Sherrred

2

Lady Imbert of New Romney

Lord Imbert of New Romney
CVO QPM DL

Mrs Sherrred

3

New Romney Town Clerk

New Romney Town Sergeant

4

5

6

7

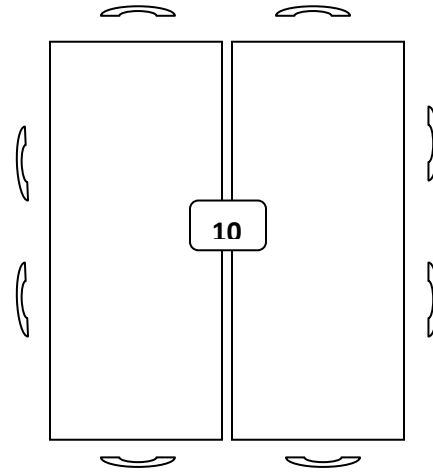
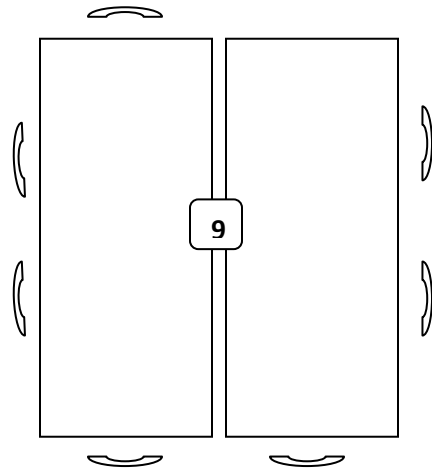
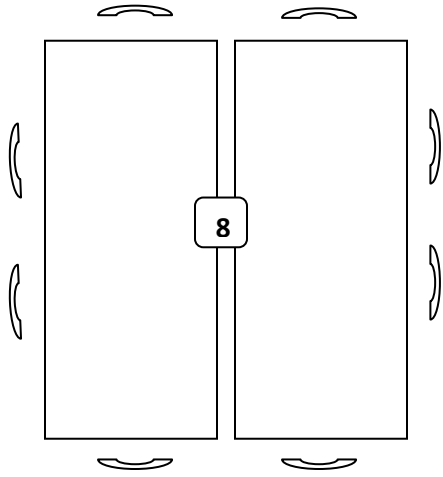


Table 3: (8 persons)

The Worshipful the Mayor of Hastings, Cllr Dowling
Deputy Mayor of Hastings, Cllr Rogers
Hastings Town Clerk, Mrs Berkshire-Jones
The Worshipful the Town Mayor of Faversham, Cllr Kay
Mayoress of Faversham, Mrs Kay
Faversham Town Clerk, Mrs Westlake OBE
Registrar & Seneschal, Mr Russell
Mrs M Russell

Table 5: (7 persons)

Bailiff of Romney Marsh, Mr Buck
Bailiff's Sergeant, Mr Muldoon
District Scout Commissioner, Ms Connor
Marsh Academy Head Boy, Mstr Daws
Marsh Academy Deputy Head Girl, Miss Nicholson
Mr Alston
Mrs Alston

Table 7: (7 persons)

NRTC Cllr O'Neill
Lt Cdr (SCC) Davies MBE RNR Rtd
Mrs Davies
Mrs Thomas
Mrs Downs
Mrs Watkinson
NRTC Cllr Evans

Table 9: (7 persons)

The Right Worshipful the Town Mayor of Winchelsea, Jurat Turner
Mayoress of Winchelsea, Mrs Turner
Winchelsea Town Clerk, Mrs Hill
The Worshipful the Town Mayor of Tenterden, Cllr Crickmore-Porter
Tenterden Mayor's Consort, Major O'Hagan
NRTC Cllr Rolfe
NRTC Cllr Gould

Table 4: (8 persons)

The Right Worshipful Town Mayor of Sandwich, Cllr Graeme
Mayoress of Sandwich, Mrs Graeme
The Worshipful the Town Mayor of Ramsgate, Cllr Moore
Ramsgate Mayor's Escort, Mrs Webb
Ramsgate Town Clerk, Mr Styles
Reverend Coleman
(New Romney Town Clerk, Mrs Newcombe)
(New Romney Town Sergeant, Mrs Morris)

Table 6: (7 persons)

The Right Worshipful Town Mayor of Dover, Cllr Brivio
Dover Town Clerk, Ms Burton
The Worshipful the Town Mayor of Margate, Cllr Edwards
Mayoress of Margate, Mrs Edwards
Margate Town Clerk, Mr Miles
Chairman Rother District Council, Cllr George
Deputy Mayor of New Romney, Cllr Hiscock

Table 8: (8 persons)

The Right Worshipful Town Mayor of Hythe, Cllr Smith
Hythe Mayor's Consort, Mrs Wright
Hythe Town Clerk, Mrs McCormick
The Worshipful the Town Mayor of Folkestone, Cllr North
Mayoress of Folkestone, Mrs North
Folkestone Town Clerk, Mrs Childs
Chairman Shepway District Council, Cllr Carr
SDC Chairman's Escort, Mr Carr-Hurdwell

Table 10: (8 persons)

The Right Worshipful the Town Mayor of Rye, Cllr Fiddimore
Rye Town Clerk, Mr Farhall
Deputy Mayor of Lydd, Cllr Jones
Deputy Mayor of Lydd's Escort, Mrs Jones
Lydd Town Clerk, Mrs Alexander
KCC Member for Romney Marsh, Cllr Baker
Mrs Baker
NRTC Cllr Metcalfe

Speaker's Day 2014 - Staff Duties

Monday 29th September:

Cathy / Tracy: @9.30am meet JM at Marsh Academy

- Make sketches of Refectory Layout and Driver's Room Layout for Anne / Sandra

Anne: Prepare reserved seating labels (1) for civic guests / cadet band / Scouts / Staff for church service and (2) for concert

Roger (p.m.): Collect service booklets and reserved seating labels for church service

Tuesday 30th September:

Cathy / Tracy / Roger: @9.00am meet with Carol to finalise church seating arrangements

Give reserved seating labels to Carol with service booklets for church service

Wednesday 1st October:

Tracy: Prepare instructions for Town Sergeants / Mace-bearers

Prepare list to show seating positions in church for Sergeants / Mace-bearers (left side / right side)

Anne: Prepare Town Signs / Civic signs for robing room

Prepare additional wine coasters, if required

Prepare 11x number cards (1 to 10) for dining tables (2x No1) on CARD and folded (double sided)

Marlene: Prepare Toastmaster Cards for Tracy

Sue: Fold Menu Cards

Thursday 2nd October:

Anne: Collect from Tesco – prepared salad bowl with vinaigrette dressing (£1.50), prepared fruit salad pots (£2 ea) x2, tea bags 2x 160, coffee 2x large jar Nescafe, sugar 2x bags, biscuits 8x multi-packs, 1x blue-tack, black sacks, washing up liquid, dish cloths

Friday 3rd October:

Carol Downs: Deliver church keys to Town Clerk (ensure kitchen keys available)

Roger: Collect ship trophy from Golf Club and store in Town Hall safe overnight

Sandra (a.m.): Box up (from Assembly Rooms) cups / saucers plus 2x milk jugs / sugar bowls for use at church (to be collected later)

Deliver urn to Town Hall for use at Marsh Academy

NB: leave 6x cups / saucers for MP surgery

Marlene (a.m. / p.m.): Box up (from Town Hall) – flowers & vases / refreshments & vegan menu items / 2x kettles / water jugs / milk jugs / sugar bowls / tea pot(s) / tea spoons, paper doilies (for biscuits), 2 large plates, black sacks, washing up liquid, dish cloths, tea towels, table arrangement sketches, menu cards, enlarged table plans, robing room labels, wine coasters, blue tack and first aid box for use at Marsh Academy

Anne (a.m.): Collect flowers and prepare vases with ribbon for Marsh Academy

Split grocery supplies for two locations

Sue (p.m.): Buy milk from Spar (4x 4 pints)

Tracy: Move all robes / hats / uniforms etc downstairs and double check content

- Ensure availability of risk assessment pack, dignitaries lists, seating plans, toastmaster prompt cards etc and store with uniforms etc
- Charge up mobile phone then store with uniforms etc
- Store high vis jacket with uniforms etc

Marlene / Cathy / Sue?:

1) @3.30pm

- Load refreshment items and reserved seating labels (concert) in car for transportation to church (Town Clerk ensure church keys are taken)
- Transport first aid box, vases & flowers, refreshments, vegan menu items, 2x kettles, milk jugs, sugar bowls, water jugs, tea pot(s), tea spoons, black sacks, washing up liquid, dish cloths, tea towels and urn plus paper doilies (for biscuits), 2 large plates, menu cards / enlarged table plans / table arrangement sketches / robing room labels / wine coasters and blue-tack to Marsh Academy.
- Meet Jason Mahoney at Leisure Centre
- Walk through fire drill with J.M. and take notes for Tracy

- Set up dining tables in refectory and entrance area
- Fill vases with water / flowers
- put up enlarged table plans in vicinity of dining area
- Store all equipment in safe area (ask JM) for morning and refrigerate milk / salad items (Refectory kitchen fridge)
- Label tables in robing room (affix with blue-tack)

2) @4.30pm approx

- Collect crockery from Assembly Rooms and transport to church
- Transport refreshment items to church and refrigerate milk (kitchen fridge)
- Set up refreshment station in centre of church and fill urn
- Sketch Church Service seating layout then Re-organise seating to check arrangement for concert
- Sketch concert seating layout for staff on Saturday and re-place seating to original
- Lock church and leave!!

Cathy: (At home!!) Draw sketch of concert seating arrangement and add reserved seating details / copy for Sue and Anne – **put in car for Saturday with church keys!!**

Saturday 4th October:

Cathy / Tracy: @8.00am collect all civic regalia / robes / hats / uniforms / maces from Town Hall, inc. Deputy Mayor's Badge and Mayoress' Badge and Clerk's wig box, high vis jacket, mobile phone and risk assessment pack, dignitaries lists, toastmaster prompt cards etc plus golf club ship trophy

Cathy: @8.30am

- give Sue / Anne copies of concert seating arrangement and reserved seating details
- Give Sue church keys

Anne / Sue / Marlene : @8.30am set up tea / coffee station (crockery to be supplied by Jean – Marlene to receive from Jean on arrival – with assistance if necessary) at Marsh Academy and turn on urn to heat (use kettle to fill to reduce heating time) and serve teas / coffees from approx. 9.00am

Anne / Sue: @9.45am

- turn off urn to cool
- start washing and drying crockery for return to Jean

- clean and tidy area (leaving tables in situ for buffet)
- box up all Town Hall items , inc. urn and store in car boot for later return
- bag up remaining refreshments for transportation to church
- Return crockery to Jean in kitchen area

Marlene: @9.45am

- dress dining room tables – menu cards, table number cards, wine coasters and flower vases plus golf club ship trophy for **table 2 centre-piece** (Admiralty Oar will be in front of Lord Warden / Speaker on Table One)
- assist Jean as required

Sue / Anne: @10.15am

- relocate to church and turn on urn immediately
- store spare refreshment items from Marsh Academy in kitchen (refrigerate milk)- (then you can wait in Church Approach if you wish to watch the procession)
- find reserved seat(s) near refreshment station for church service
- After church service, serve tea / coffee to civic guests whilst official photography takes place.
- As soon as civic guests leave to form up for procession, turn off urn to cool, wash up and set up new refreshment station outside kitchen ready for concert (approx 12.30pm)
- Re-organise seating as per sketch for concert (to be provided)
- place reserved seating labels as per diagram (to be provided)
- Lock Church and relocate to Marsh Academy for buffet lunch (provided)

Sue / Anne: @2.30pm approx following buffet lunch, start to clear away buffet and tidy area (keeping noise to absolute minimum due to speeches taking place in refectory)

- All waste food / any other waste to go in black sacks for removal by Academy Caretaker
- All dishes etc to be transported to kitchen for Jean
- Tables to be wiped down ready for reinstatement to correct area once formal proceedings are complete

Marlene / Sue @3.30pm relocate to church, unlock for Hythe Band Members to start arriving and setting up and turn on urn immediately

Roger: Store Golf Club Trophy in car boot when departing Marsh Academy and take into church to be locked away with other civic regalia during concert

Anne / Sandra: @3.45pm approx.

- Tidy Driver's Room - set tables back as per sketch (to be provided) and push chairs in tidily
- Wipe down tables and check floor for any food debris (remove if necessary)

Anne / Sandra: @ 4.15pm approx.

- Collect up all table decoration items (vases / flowers – drain water!!, wine coasters, menu cards, table numbers etc plus all seating plans / table labels from refectory walls / robing room and store in car boot for return to Town Hall (NB: Please share the flowers between you!)
- Wipe down refectory tables and re-align as per sketch (to be provided)
- Check all chairs are pushed in tidily in robing room
- When complete, depart Marsh Academy (Anne to relocate to church)

Marlene / Sue / Anne @5.15pm approx - Serve Teas / coffees during concert interval and clear away at end of concert (approx. 6.30pm - or when appropriate)

- Store crockery and refreshment items in kitchen for collection first thing Monday Morning

Cathy (Anne / Sue / Marlene as available): 6.30pm approx – return seating to original arrangement for Sunday Service

- Put away refreshment tables
- Check lighting etc is off and lock up church if no Church Warden

Roger / Tracy: Return Golf Club Trophy to Town Hall safe along with all civic regalia and maces

FINALLY: GO HOME AND REST!!!!

NB: MONDAY 6th October – arrange collection of crockery etc from church and return all items as appropriate to Town Hall / Assembly Rooms

Roger: Return Golf Club Trophy to Golf Club

Speaker's Day Saturday 4th October 2014 – Town Sergeant Duties

Saturday 4th October:

Cathy / Tracy: @8.00am collect all civic regalia / robes / hats / uniforms / maces from Town Hall, inc. Deputy Mayor's Badge and Mayoress' Badge and Clerk's wig box, high vis jacket , mobile phone and risk assessment pack, dignitaries lists, toastmaster prompt cards, gavel etc plus golf club ship trophy

@8.30am deliver all civic regalia and gavel to robing room and golf club trophy / prompt cards to refectory (spare set in car boot!!)

@9.00am meet & greet dignitaries / guests and assist as necessary

@9.15am send cadet to deliver silver oar stands to church for placement on altar; cadet to return immediately to Academy for procession

@9.30am give fire procedure briefing then brief Sergeants re seating in church

@9.45am announce robing to commence then remove high vis jacket

@10.05 announce procession due to form up shortly and encourage to commence moving outside then return gavel to dining area; ensure Mayor's Cadets have Town Maces

@10.15am commence forming up of procession with assistance of Admiralty Sergeant (remind Cadet Corps Leader it is procession not march so steady pace required)

@10.30am instruct Cadet Corps procession is ready to move off then take mace and join procession and church service

@12.00pm approx move front row of seats and organise photography positions for members and officers of the Cinque Ports Confederation; advise all other civic guests tea / coffee available while they wait

@12.25pm approx collect mace if necessary then request all dignitaries / guests to exit the church for forming up of procession; instruct cadet to bring silver oar stand back to Academy and place on top table upon arrival

@12.30pm form up procession in Church Lane

@12.40pm instruct Cadet Corps procession is ready to move off then take mace and join procession

@13.05pm stand down procession and direct dignitaries to robing room to disrobe, advising that the room will be locked during luncheon and asking that escorts, cadets etc wait in the entrance area

@13.25pm ask dignitaries to make way to dining hall and remain standing until invited to be seated. Instruct Sergeants to make their way to the ante-room for luncheon; advise cadets / scouts that buffet is ready for them. Remind leaders to keep noise levels down and that young people are free to leave following their lunch.

@13.30pm – participate in luncheon and announce toasts

@3.30pm – Speaker to thank guests for attendance and formally close proceedings

Sergeant to announce that the robing room is now open and that when guests are ready to depart, those that are attending the concert may make their way to the church to be seated at approximately 4.15pm in time for the start of the concert at 4.30pm, reminding all in attendance that cars may not be left at the Marsh Academy and must be moved to the previously designated parking areas near the church and that all civic regalia may be locked away safely in the room provided at the church during the concert.

@4.00pm relocate to church to assist arriving guests

@6.30pm assist departing guests

@6.45pm collect all civic regalia / maces etc inc golf club trophy and return to Town Hall safe

FINALLY: GO HOME AND REST!!!!