

From: registrar@cinqueports.org <registrar@cinqueports.org>

Sent: Monday, August 26, 2024 11:24 AM

To: xxxxxxxxxxxxxx

Cc: xxxxxxxxxxxxxxxxxxxxxx>

Subject: Installation of the Lord Warden - 29 October 2024

Dear Town Clerk,

I refer to my messages of 7 and 9 August.

When submitting the proforma return, listing your representatives to attend the Installation (due by 13 September at the latest), will you please indicate how many permits they will require for vehicles to enter the Duke of York's School? These will then be enclosed with the formal invitations which will be distributed by post, along with more detailed information about the arrangements, shortly after the closing date for replies. The proforma returns may be sent to my e-mail address (above).

In order to minimize congestion at the School gate and to keep the carbon footprint to a minimum, your representatives are asked to share cars where possible and they may wish to travel in minibuses, as some did in 2005.

As indicated previously, there is no need to send the formal written returns to the Lord Warden's precept, as these will be collected as part of the traditional proceedings of the Court of Shepway. Town Clerks are, therefore, asked to bring them to the Installation ceremony. It is customary for these formal returns to be presented, rolled as a scroll and tied with ribbon. I hope you will be able to follow this historic precedent. If you need any further guidance on the precise form of this ceremonial return, don't hesitate to ask.

From: registrar@cinqueports.org <registrar@cinqueports.org>

Sent: Friday, August 9, 2024 10:57 AM

To: xxxxxxxxxxxxxx

Cc: xxxxxxxxxxxxxxxxxxxxxx

Subject: RE: Installation of the Lord Warden - Tuesday, 29 October 2024

Dear Town Clerk,

Further to my e-mail of 7 August, firstly may I apologise for the format of the draft, formal return to the Lord Warden's precept, attached previously, which some have reported being unable to open. I now attach the same draft in two alternative formats; a .pdf file and a Windows (.docx) version to facilitate copying and pasting to your own bespoke return. By way of explanation, after the Installation, these returns will be archived as part of the official record, for the benefit of future generations and I hope that you will wish to prepare your own, customised document, rather than simply filling in the blanks in a standard proforma.

Others of you have also asked where your macebearer(s) should be included in the initial, proforma return. Macebearers are strictly supernumerary to the representatives comprising the Court of Shepway, but it would be helpful to have a note of them at this stage to assist planning. I am, therefore attaching a slightly revised version of the form with space to add their name(s).

Please discard the original and use the revised version instead. Incidentally, the plan is that separate arrangements will be made to cater for the macebearers' lunch, as has happened on previous occasions, and a different charge will apply from that payable by those attending the formal lunch for members of the Court and guests. Further details will be provided in due course.

Finally, one of you has queried the word "combaron", as used in the Lord Warden's precept and the draft return. This is an archaic term used in such documentation since time immemorial. It is believed to date from medieval times when all the *Portsmen* were often referred to as *barons*. In this context, it simply means a member of your council / charter trustees / corporation and has no connection with the *Coronation Barons* appointed to attend last year's coronation. As mentioned in my previous message, the Standing Joint Committee has ruled that your *Coronation Baron* may be included amongst your representatives at the Installation, but he/she should only be included in Group A and in the formal return if they continue to serve as members of your Council etc.

I hope this clarifies matters.

From: registrar@cinqueports.org <registrar@cinqueports.org>
Sent: Wednesday, August 7, 2024 5:10 PM
To: xxxxxxxxxxxxxxxxxxxxxxxxx
Cc: xxxxxxxxxxxxxxxxx
Subject: Installation of the Lord Warden - Tuesday, 29 October 2024

Dear Town Clerk,

I attach a copy of the Lord Warden's formal precept convening the Court of Shepway which lies at the heart of the ancient installation ceremony. The original, executed by Sir George will follow by post and further information will be supplied, as detailed planning proceeds.

I also attach a draft of the traditional, formal return to the Lord Warden's precept for you to adapt and submit in due course. Presentation of the completed return forms part of the proceedings at the Court of Shepway, so there is no need for you to submit the formal return at this stage.

In the meantime, we do need to know the names of those chosen to represent your town at the Installation ceremony, whether as members of the Court of Shepway or as guests. I therefore attach a pro-forma on which I would be grateful if you will supply the information requested and return it to me, as soon as possible. Please submit this information by 13 September, at the latest.

As determined by the Standing Joint Committee of the Confederation at their meeting on 20 July:

1. it is for each member town to decide whether to include their Coronation Baron amongst their representatives at the installation ceremony.
2. those representing the member towns of the Confederation (or their respective Councils) will be required to meet the cost of catering for them at the reception and lunch to follow the Court of Shepway. This cost amounts to £55.00 per head and will be collected by the officers of the Confederation when formal invitations are distributed.

Best wishes,

Ian Russell

Ian Russell MVO MA MSocSc
Registrar & Seneschal of the Cinque Ports
www.cinqueports.org

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