



Saint Pierre Port

Douzenier Information Booklet

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Welcome to St. Peter Port Douzaine

General Information

This information booklet gives a brief overview of the role and responsibilities of Constables and Douzeniers in our Parish.

In order to be elected to the position of Douzenier, you will require a proposer and seconder who reside in the Parish of St. Peter Port. The requisite forms for this purpose are available from the Constables Office in Lefebvre Street, between the hours of 08.30 - 16.00 Monday to Friday. You will then attend the November Parish Meeting, usually held at Les Cotils and speak for two minutes outlining your reasons for wanting to become a member of the Douzaine. *Consideration should be given to your availability to attend and carry out official duties, which are part of the legal requirement of being a Douzenier and are listed below.*

Following your election as a Douzenier, you will be required to attend the Royal Court at an appointed time to be sworn in to office. After this, the Constables will arrange a mutually convenient time and date for you to meet with them prior to you attending your first Douzaine Meeting. The Douzaine has a voluntary 'Code of Conduct' to which all Douzeniers are expected to adhere.

The Douzaine usually meet in the Brock Room at the Constables' Office on the last Monday of each month. Seating in the room is in order of seniority, beginning with the Dean of the Douzaine and running in a clockwise direction. The Constables and the Constable's Secretary sit at the top table.

Douzeniers are expected to attend the meetings, unless illness, urgent family matters or holidays prevent them from doing so.

Douzeniers unable to attend must contact the office on 720014 and tender their apology.

Dress code is smart/smart casual. It should be noted that you are representing your Parishioners and the Douzaine is equivalent to being a Town Council.

The meeting traditionally begins with everyone saying the Lord's Prayer and closes with everyone saying the Grace.

The office must be notified of any item a Douzenier wishes discussed at the meeting and this will be placed on the Agenda. Minor items may be brought forward in Any Other Business.

There are two Parish meetings per annum which Douzeniers should attend. The Spring Meeting discusses the Budget (Remède) requirements for the coming year.

The Autumn Meeting is predominately held for elections of Constables, (3 year term), Douzeniers (4 years), Schools' Committee Members (3 years) and Procureur of the Poor (2 years), whose terms of office may have expired.

Elections - Parochial and General

Douzeniers' assistance will be required for the running of both types of election (unless they are a candidate) for Polling Station duty and at the Count.

Other items upon which the Douzaine is consulted:

- Certain Planning Applications
- Bornement Applications
- Auctioneer's Licences
- Gambling Licences
- Liquor Licences

When possible, Douzeniers should call in to the Constables' Office to study any plans for proposed new building/s which have been sent for approval by the Douzaine, also to sign any Bornements which have been received for proposed new building/s that will be within 1.5 metres of a public highway.

Constables and Staff

Constables

Senior Constable	Dennis H Le Moignan
Constable	Jenny M Tasker

The Constables usually meet in the Le Marchant Room at the Constables Office every Tuesday and Thursday mornings, to discuss Parish matters, have meetings with Douzeniers, Parishioners, or members of various States Departments. They inspect premises when new liquor licences are applied for or following alterations to such premises. Licenced premises are attended to interview a new Licencee or Designated Official, also annual visits are made to Bookmakers to inspect and licence their business. Constables attend the office at other times as required, to hold meetings, sign documents or deal with items which require their decision. Occasional visits are made to sites owned by the Parish, also 'walkabouts' are carried out throughout the Town to observe things which might need attention

Staff Members

Secretary to the Constables	Martyn Guilbert
Assistant Secretary	Ann Jennings
Accounts Administrator	Jenny Bullock

Ground / Maintenance Staff

Geoff Le Gallez
Jon Morris
Dillon Inge
Chris Inder

Legally required Constable and Douzenier Duties

Note:

Constables and Douzeniers are required under Law to attend and take part in a number of matters. A commitment is made to do this when sworn in at the Royal Court. Non-participation should only occur when sick, on holiday or work tied. Apologies for nonattendance must be made to the office.

Quarry Inspections

These are carried out by the Constables as a requirement of Law. The Senior Constable, or in his/her absence the Constable, is required to attend Chief Pleas to report on their findings in relation to safety at quarries etc.

Election of a New Jurat

Each Douzaine has representation on the States of Election and as a requirement of the Law, the St. Peter Port Douzaine must under this law, provide ten (10) Douzeniers to attend the Royal Court, when a new Jurat is to be elected. Prospective Douzeniers should have a discussion with their employer before applying to become a Douzenier, requesting their release enabling them to attend this important occasion which is part of their duties.

Attendees must be in place by 09.15 and depending on the number of candidates and the results of the voting, elections may last most of the morning.

Stream and Douit Inspections

Under the Law, streams and douits must be inspected twice a year with assistance from Douzeniers and this is done during the same period as hedge inspections. It is a very pleasant half day excursion, seeing parts of St. Peter Port to which there would normally be no admittance. However, being part of the inspection team does require a degree of physical fitness as obstacles such as ploughed fields, banks, hedges and barbed wire fencing need to be surmounted. Wellington boots are a requisite of the day.

Hedge Inspections

It is part of Douzeniers duties to inspect trees and hedges in the area allotted to them by the Constables, making sure they have been cut correctly and all noxious weeds are dealt with/reported.

This is done by walking around the roads in their allotted area. The cutting of trees, hedges and eliminating noxious weeds is carried out twice a year, during the first fifteen days of June and the last fifteen days of September. New Douzeniers are paired with an experienced Douzenier.

Constables' Committees

Emergency Planning Committee

Chaired by the Senior Constable, it is part of the Island Emergency Planning Committee, which is in place to deal with any major catastrophe that might befall the island.

Moorings Committee

The committee is comprised of two Constables, one Douzenier, two boat owners and the Constables' Secretary. It is responsible for overseeing the moorings at La Salarie and Longstore. The Annual General Meeting is held in March to inspect insurance, ownership documentation and collect mooring fees, also to hear any suggestions or complaints boat owners may have. The Senior Constable chairs the meeting.

Advisory Committee

When called upon by the Constables, the committee advises on various elements of finance, including the annual accounts and agrees the proposed budget for the following year. It advises on other matters as requested by the Constables.

Profile & Amenities Committee (PAC)

This committee is responsible for investigating ways to raise the public profile of the Douzaine. Initiatives for St Peter Port are identified and ideas taken forward.

The Townie Committee

The committee is responsible for collating articles, organising advertisements and ensuring the final magazine is proofread and sent for formatting and printing then to Guernsey Press for delivery in the parish as well as a number of other outlets.

Floral

The Floral Co-ordinator, with the Constables coordinates the floral displays in St Peter Port and organises the Parish Competitions.

Douzaine Council

One representative attends a meeting twice a year where items concerning the various Parishes are discussed. The DC is not a legislative body, but merely a forum for parishes to express their views.

Douzaine Liaison Group

The DLG meet three times a year and is made up of four Deputies and one representative from each Parish. It meets to discuss problems which are usually common to all parishes with which the States has involvement or with which can assist.

Official Duties

Note:

Although these duties are voluntary, Douzeniers are expected to attend on these occasions whenever possible. This shows a united and concerted front to our Parishioners and other Parishes. Apologies for non-attendance should be made to the office.

New Year Day Reception

A reception is held at 11.30am each New Year morning (unless that is a Sunday, when it is held the following day.) in the Brock Room of the Constables Office which is normally attended by His Excellency the Lieutenant Governor, the Bailiff, Deputy Bailiff, Dean of Guernsey, Deputies, Douzeniers and other Guests.

Annual services which the Douzaine officially attend are:

Liberation Day Parade in the morning, followed by the Service in the Town Church.

Armistice Day Service at Fort George Memorial and Cemetery.

Remembrance Day Service at Smith Street Memorial and short services at the Memorials to those killed in the raid on the Harbour, also at the Slave Workers Memorial. Wreaths are laid by the Constables at Smith Street Memorial, Smith Street Shrine and at each of the two Harbour Memorials.

Voluntary Services and Gatherings

27 January: A service and wreath laying at the Harbour Memorials for Holocaust victims, followed by a Service in the Town Church.

25 April: 07.00 Anzac Day Service at Fort George Memorial.

5 June: Service & Wreath Laying at Castle Pier Upper Walkway, to commemorate the death of Flight Lieutenant John Walton Saville who was shot down and died whilst attacking the German radar site on Fort George in 1944, prior to the D Day landings.

28 June: Wreath laying at the Memorial, to commemorate the death of those killed during the bombing raid on St. Julian's Emplacement.

22 July: A gathering takes place in the Le Marchant Room at the Constables Office to commemorate the death of Major General John Gaspard Le Marchant, who died leading a charge at the head of his cavalry at the battle of Salamanca in Spain, in 1812.

13 October: A gathering and wreath laying takes place annually outside Boots to commemorate the death of Major General Sir Isaac Brock who died leading a charge at the head of his men at Queenston Heights, Ontario, Canada, in 1812.

Lé serment Douzenier

Vous jurez sue la foi et le sement que vous devez à Dieu que bien et fidèlement
vous exercerez l'office et la charge
de Douzenier de la paroisse de Saint Pierre Port comme à telle charge appartient.

Ainsi Dieu vous soit en aide.

The Douzenier Oath

You swear on the faith and truth that you owe to God that well and faithfully
you will discharge the office
of Douzenier of the parish of St Peter Port as to such charge appertains.

So help you God.

Also, if wished one may Affirm rather than taking the Oath.

Notes



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