



FOUR MARKS PARISH COUNCIL

MARKING THE DEATH OF THE MONARCH OR OTHER SENIOR NATIONAL FIGURE

This procedure is for marking the death of any prominent national or local figure such as the Monarch, or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

Plans to mark a death should only be implemented when a formal announcement has been made.

THE QUEEN

On receiving the official announcement of the passing (Operation London Bridge):

- There will be a 10 day state mourning period.
- D Day being the date of death and D10 the date of the full state funeral at Westminster, unless D10 falls on a Sunday then the funeral will be held on D11 (the Monday).
- Any prearranged Council events may need to be cancelled during the 10 day state mourning period, all costs of cancelling the events will need to be incurred by the event organiser.
- The day of the state funeral will be a public holiday, unless D10 is a Saturday.

Flag

The Union Flag should be flown at half-mast throughout the period of mourning, except for D2 Proclamation Day when the new King is Proclaimed (Operation Spring Tide).

All flags to return to normal by 9.00am the day after the funeral.

Website

Suitable words must be put on the website by the Chairman, with no corporate restrictions. Full details of what is happening during the mourning period should be included on the website.

TBA. Consider the home page being over written with a black page carrying a portrait of HM Queen and associated tabs below to the Council's home page and other tabs required during period of mourning.

Book of Condolence.

A book of condolence will be provided by the Parish Council and should be opened on the first working day after the day of death.

The book of condolence will be located at the Church of the Good Shepherd during the state mourning period.

The book of condolence will be closed at the end of the day following the day of the funeral and should then become part of the parish archive. A condolence letter should be sent to the Private Secretary of Buckingham Palace advising that the Book of Condolence is held in the Council archives.

Area to lay flowers

- The Church of the Good Shepherd Remembrance Garden will be the designated area to lay any flowers, flowers should be left unwrapped.
- Flowers will be removed on the morning after the State Funeral and a note advising of this and what will happen to them on the 11th day will be posted at the Church of the Good Shepherd.

Proclamation

Flags for proclamation reading must be at full mast. High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant. The Chairman may wish to read the proclamation at an appropriate time.

Church Services will be held at specific cathedrals and churches on the mid Sunday of the 10 day mourning period with local parish churches encouraged to hold services on the eve of the State Funeral. TBA. Liaise with church now.

Dress Code

Councillors will be encouraged to dress soberly on official business. All Councillors, Clerk and staff will be provided with a black armband for the mourning period.

Parish Council meeting

If a Parish Council meeting is scheduled during the mourning period, it may be possible to hold the meeting with an appropriate period of silence at the start. Chairman's discretion.

DUKE OF EDINBURGH / PRINCE OF WALES

A similar process will be followed (apart from proclamation) and will be given a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

PRIME MINISTER/SERVING MEMBER OF PARLIAMENT OR PROMINENT PERSON

The procedure for the marking the death of the Prime Minister, Serving Member of Parliament or prominent person will be discussed and agreed by the Council as appropriate.