



FOUR MARKS PARISH COUNCIL

FORMAL PROCEDURE FOR MARKING THE DEATH OF THE MONARCH OR OTHER SENIOR ROYAL OR NATIONAL FIGURE

This procedure is guidance for marking the death of any prominent national or local figure such as the Monarch, or other senior 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 from Buckingham Palace has been made.

THE QUEEN ***OPERATION LONDON BRIDGE***

National 10 Day Mourning Period – timetable

D-Day	Date of Death	[Date of official announcement from Buckingham Palace]
D+1	Proclamation Day	(London)
D+2	Proclamation Day	
D+?	Middle Sunday – Civic Services	
D+4-6 – D+9	Lying in State	
D+10	Date of Funeral	
D+11	Flags return to full mast, flowers removed.	

Potential Variables:

D+1 Could change due to a bank holiday eg. Christmas Day, follow the lead from Buckingham Palace.

Place of Death If Scotland or Sandringham, Operation Unicorn commences, and the deceased will be transported by train to London

D+10 Public Holiday unless it falls on a Saturday (when there will be no public holiday)

If D+10 falls on a Sunday, funeral will be held on a Monday.

Council procedure

- Council meetings, if the summons has been issued, the meeting cannot take place if any of the 3 clear days fall within the mourning period, if there are three clear days prior to D-Day,

then the meeting can go ahead but will be at the discretion of the Chairman, with appropriate minutes silence and tribute, as appropriate.

- 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.

Flag

The Union or National Flag should be flown at half-mast (note half mast is actually 1/3rd of the way down the flag pole) throughout the period of morning, 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. A shadow page should be prepared on the website in readiness, and should include links to donations, services, flower information and flags and proclamation.

The home page will be overwritten with a portrait of HM Queen during the period of mourning in addition to the shadow page.

Book of Condolence.

A book of condolence which should contain an approved portrait of the Queen, 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 Parish Office or the Church of the Good Shepherd during the state mourning period, the website will advise.

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 to be held in the Council archives.

Area to lay flowers

- Under the Village Sign on Lymington Bottom Green. Flowers to be laid without plastic or cellophane.
- On D11 a notice will posted, flowers will be removed and composted and planted with commemorative tree.

Donations

A link will be provided to the Buckingham Palace website for personal donations to the Queen's chosen charities.

Proclamation

D+1	Proclamation read in London
D+2 at 12 noon	Proclamation read at Belfast, Cardiff & Edinburgh
D+2 at 12.30	High Sheriffs read County Proclamation
D+2 at 1.30 or thereafter	Civic leaders read local Proclamation (Chairman of the Parish Council)

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 to read the proclamation at a designated time and place, which will be publicised. A list of invitees should be considered and agreed. If the Chairman is not available, a second person needs to be nominated. The Clerk can read, but only as a last resort.

Civic Services

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.

Dress Code

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

The Council should be prepared to have an alternative plan in place subject to any national emergency.

PRINCE OF WALES

OPERATION MENAI BRIDGE

A similar process will be followed (apart from proclamation) and will be given a Ceremonial Royal Funeral (unless Monarch issues express permission for a State Funeral).

D Day Death	Following official announcement
D+? Middle Sunday	Civic Services
D2-4-D7	Lying in State
D8	Date of Funeral

SENIOR ROYALS

As per instruction from Buckingham Palace, will be given Non-Ceremonial Royal Funerals. Current Senior Royals excluding the Prince of Wales are the Duchess of Cornwall, Duke and Duchess of Cambridge, Princess Royal and Earl and Countess of Wessex.

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 and follow guidance.