

## **Broadhempston Parish Council**

### **PROTOCOL FOLLOWING THE DEATH OF THE SOVEREIGN OR A SENIOR NATIONAL FIGURE**

This protocol offers guidance to the elected members, staff and population within Broadhempston Parish on marking the death of a senior national figure. In addition, it sets out the protocols to be observed on the death of the Sovereign.

#### **1. Implementation of the Protocol on hearing of the death**

Plans to mark a death must be implemented **only when a formal announcement** has been made. For the death of a sovereign or another senior member of the Royal Family the clerk will inform councillors immediately to ensure timely decisions and notifications can be made. For other figures there may need to be consultation at the time on the ways in which such a death should be marked.

#### **2. Flag Flying**

Flying of flags at half-mast across the parish will be appropriate. The Department of Digital, Culture, Media and Sport will, on activation of Operation London Bridge, publish official flag flying guidance and it is important to check this as soon as possible after flags have been lowered to half-mast.

#### **3. Book of Condolence**

The provision of Books of Condolence will remain within the power of Teignbridge District Council.

#### **4. Website Guidance**

The website will be changed to have a black banner and the clerk will add a message in respect of the death (to be agreed with the chair of the Parish Council) together with links to websites such as the Royal Family and Teignbridge District Council's on-line Book of Condolence. The agreed message will also be added to the Parish Council's Facebook page.

#### **5. Organisation of Local Events during the Period of Mourning**

Residents may choose to express their sadness by laying flowers and this will be permitted at the War Memorial in the Churchyard. This information will be included on the council's website and Facebook page, together with a request that no plastic or cellophane is used. The clerk will work with the Beacon Parishes and allotment holders in arranging the composting of flowers one week after the funeral has taken place.

#### **6. Cancellation of Existing Planned Events**

From the day of death until the day after the funeral, the default position should be to postpone or cancel events, including Parish Council meetings. However, consideration should be given to the public mood and the cost of cancelling. The question to be asked is 'is it really necessary and appropriate for this event to go ahead?'.

#### **7. Proclamation Day**

- (i) Proclamation Day is set to be the day following the death of the Sovereign (Day of Death + 1), but this may slip to D+2 if all necessary arrangements cannot be put in place in time.
- (ii) The Proclamation will be made at St. James's Palace at 11.00 (or 14.00 if it is a Sunday – but this is to be confirmed). The Proclamation is then "cascaded".
- (iii) At noon on Proclamation Day, it will be read at the Royal Exchange in the City of London.

- (iv) At noon on the following day, it will be read in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle, In Cardiff by Wales Herald Extraordinary at Cardiff Castle, and at Hillsborough by Norroy and Ulster King of Arms.
- (v) Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough, Town and Parish level. It is suggested that local civic leaders should make their readings at some point after 13.30 on D+2.

**8. Dress Code**

Whilst flags are at half-mast it is appropriate for black ties/ scarves to be worn by the chair, councillors and staff during official engagements.

Date of policy: October 2023

Approved by Council date: 12 October 2023

Policy version reference: 230925

Supersedes: N/ A

Policy effective from: 13 October 2023

Date for next review: October 2025