

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN



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Policy and Protocol for Death of the Sovereign or other Senior Royal or National Figure

1. Introduction

Charmouth Parish Council recognises that a formal procedure is required to manage the occurrence of the death of a senior Royal or National figure or local holder of high office.

Guidance has been made available via DAPTC from the National Association of Civic Officers (May 2019) for the procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior National figures or local holders of high office.

Plans to mark the death of the Sovereign or senior members of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

This procedure should be implemented by the Parish Clerk or in her/his absence, the Deputy Parish Clerk.

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street. This would be at the discretion of the Chair and Parish Clerk/Deputy Parish Clerk.

2. When the Policy is to be Used

This Policy should be used in the event of the death of:

Group 1

HM the Queen

HRH the Duke of Edinburgh

HRH the Prince of Wales

HRH the Duchess of Cornwall

HRH the Duke of Cambridge

HRH the Duchess of Cambridge

Any progeny of the Duke and Duchess of Cambridge

HRH the Duke of Sussex

HRH the Duchess of Sussex

Any progeny of the Duke and Duchess of Sussex

HRH The Duke of York

HRH The Earl of Wessex

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HRH The Princess Royal

Group 2

The Prime Minister

Any former Prime Minister

The Member of Parliament for the Parish

3. **Implementation of the Policy on hearing of the death**

Charmouth Parish Council's mourning protocol will be implemented on the formal announcement by Buckingham Palace / Downing Street of the death of any one of those persons named in groups 1 and 2.

Implementation will be authorised by the Parish Clerk or in his/her absence, the Deputy Parish Clerk.

4. **Flying the Flag**

Once the formal announcement has been received, at the request of the Parish Clerk/Deputy Parish Clerk the Union Flag at the Parish Council offices will be immediately flown at half-mast.

If the death falls on St George's Day or the period of mourning includes St George's Day, the flag of the patron saint should be replaced by the Union Flag at half-mast.

5. **The Day after Proclamation Day (D+2) and subsequent Days**

On Proclamation Day (D+1) (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 11.00hrs – be raised to full mast and flown throughout the day at full mast).

On the day following Proclamation Day (D+2) the flag will be returned to half-mast at 1300 hrs.

If the death occurs late in the day arrangements for the ceremonial matters on D+1 may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace/Downing Street.

Following the death of the Sovereign or other members of the Royal Family identified in Group 1, the flag will continue to fly at half-mast until 0800 hours on the morning following

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the funeral. For those identified in Group 2 the flag will fly at half-mast on the day of the announcement of the death and the day of the funeral only.

The Chair of the Parish Council will read a statement from the Parish Council (see Appendix A) outside the Elms at a time to be agreed and appear on the home page of the website.

6. **Book of Condolence/Photo**

On the first working day following the announcement of the death of the Sovereign, HRH the Duke of Edinburgh, HRH the Prince of Wales or HRH the Duchess of Cornwall, a Book of Condolence will be opened at the Parish Council offices. Consideration will be given at the time whether Books of Condolence should be opened for other members of the Royal Family.

Book of Condolence will be open from 0930hrs – 1030hrs Monday to Friday and will remain open until 1030 on the day following the funeral. When the Book of Condolence has been closed, the Parish Clerk/Deputy Parish Clerk will make arrangements for the final version to be lodged in local archives.

7. **Day of the Funeral of the Sovereign (D+10)**

The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11). Other events may also mean that the date of the funeral will change e.g. if it would clash with Christmas/Easter/ Remembrance Day.

On the death of the Sovereign there will be a two minute silence at 11 am on the day of the funeral. This will be led by the Chair of the Parish Council and held outside The Elms. There will be an open invitation to Councillors and the public to attend.

8. **Focal Point of Grief**

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember.

There will be a designated area for members of the public to lay flowers etc. The exact place will be agreed at the time and this will be communicated to the public as part of the Statement issued by the Chair of Council, see 5 above.

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Tributes will be carefully removed within one week after the state funeral. On removal floral tributes will either be offered to a local care home or composted. Other tributes will be disposed of sensitively and appropriately.

9. **Events during the Period of Mourning**

The programme of official engagements undertaken by the Parish Councillors during the period of mourning will be reviewed to ensure it is appropriate and that it sits comfortably with the national mood. If events do continue they should begin with a period of silence.

Councillors will be informed in advance that a Parish Council meeting held during the mourning period will be preceded with a 2 minute silence.

10. **Dress Code**

When conducting public business, councillors may wish to consider wearing black ties/dark clothing on the day of death, day of the funeral and period of public mourning. Black arm bands/rosettes will be available for the councillors and staff.

11. **Public Observation of Silence**

For other senior members of the Royal Family, the funeral will take place eight days after the day of death. When the death of a senior member of the Royal Family is to be marked by a 2 minute silence, an announcement will be made by Buckingham Palace.

The Chair of the Parish Council will lead a Public Silence outside The Elms on the day of the funeral. There will be an open invitation to Councillors and the public to attend. The death of an individual listed in Group 2 will be marked by a 1 minute silence.

12. **Letter of Condolence from CPC**

As soon as practical, a letter of condolence will be drafted and circulated to the Chair of the Council for approval before dispatch.

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Appendix A

Statement by Chair of Council and reading of Proclamation - To be read at (insert time agreed) the day after Proclamation Day (D+2)

The Chair (or in his/her absence the Vice Chair) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

Floral tributes may be laid at (insert agreed location) and a Book of Condolence has been opened at the Elms which will be available to sign until (insert date D+11).

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Charmouth of the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Dorset discharged that duty earlier today and now, with my humble duty, I bring the words of the Proclamation to the residents of Charmouth.

Ladies and Gentlemen, The Proclamation of the Accession:

READ THE PROCLAMATION

(This will be available from the Buckingham Palace website www.royal.gov.uk or the Privy Council website www.privy-council.org.uk.)

At the end of the Proclamation the Mayor will say: **God Save The King**

All present join in saying: **God Save the King**

One verse of the National Anthem to be played.

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal.