

ORIGINALLY ADOPTED: 5<sup>TH</sup> MAR. 2019

NEXT REVIEW DUE: 5<sup>TH</sup> MARCH 2029

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## 1. PURPOSE OF PROTOCOL

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.

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant. Plans to mark a death should be implemented after a formal announcement has been made.

## 2. FLAGS

If there are poles at the Church, village hall or community centre, flags should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral.

## 3. BOOK OF CONDOLENCE

A Book of Condolence is a record of the sentiments expressed by local people on the death of the national figure.

The Book of Condolence should be opened on the first working day after the day of death. The Parish Council should provide the paper for the Book of Condolence and advertise where it is available – typically in the Church where a good-size table covered with a suitable cloth, a chair and a supply of pens should be provided. If a suitable photograph is available, that may be in a frame on the table, or a small flower arrangement could be provided.

The Book of Condolence should be closed at the end of the day following the day of the funeral. It will form part of the Parish archive and should be sent, once bound, to the County Archive.

The Church may also wish to hold a service or have volunteers available in church while the Book of Condolence is available.

## 4. FLORAL TRIBUTES

Floral tributes can be directed to the District Council's designated sites. Parish Councils may wish to make their own arrangements for a local site. Arrangements can be made with the District Council for their dignified removal to the official sites if they become too much.

## 5. EVENTS AND ACTIVITIES

Careful thought should be given to the types of events and activities which are due to take place, during the period from the day of the death until the day after the funeral. For example, it may not be appropriate to continue with a Village Fete, but it might be possible to hold a scheduled Parish Council meeting with a suitable period of silence at the start.

## 6. DRESS CODE

Councillors and the Clerk will be provided with black arm bands and will be encouraged to dress soberly on official business.

## 7. LETTERS OF CONDOLENCE

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary as appropriate.

Approved and Adopted by Wickham Bishops Parish Council

Signed:

Date: