



ST LEONARDS & ST IVES PARISH COUNCIL

Funeral Protocol Policy

Policy No: 10

FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

Approved on ...25th July 2018 Min. 91

This protocol sets out the action to be taken in the event of the death of:

- HM The King
- HM The Queen
- HRH The Prince of Wales
- HRH The Princess of Wales
- HRH Prince George of Wales
- HRH Princess Charlotte of Wales
- HRH Prince Louis of Wales

The protocol also provides guidance in recognising the deaths of the following individuals:-

- The Prime Minister
- A serving Chairman

PART 1 Implementation of the Protocol on hearing of the death

Action Required	Authorised by	Other Notes
St Leonards and St Ives 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 name on page 1 of this protocol.	Implementation will be authorised by the Parish Clerk or in her/his absence, the Chairman or Vice Chairman of the Council.	

PART 2 Book of Condolence

A quiet location for the book should be considered so that those signing the books can have a moment of privacy and quiet reflection whilst doing so.

A loose leafed folder will ensure that pages can be re-ordered in case the Chairman and others cannot be the first to sign the book; their signatures can be on the first page of the bound book.

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, or other royal a Book of Condolence will be opened at the Council offices.</p> <p>Book of Condolence will be open during Parish Office opening hours and will remain open until the day following the funeral.</p> <p>A table and chair should be made available for members to sign the Book of Condolence which should be loose leaf black folders and a supply of flag edged paper will be supplied as will table clothes and a framed photograph of the relevant person will be supplied from the stock held by the Clerk.</p>	<p>The Clerk</p> <p>The Clerk will advertise access on the noticeboards and website.</p>	<p>The officer should ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level (The Clerk) on whether or not they should be permanently excluded.</p> <p>Books of Condolence should be opened on the first working day after death. Depending of anticipated demand, consider whether one or two books should be available. It should be an easily accessible place.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
<p>The Chairman will issue a statement via the Clerk expressing the sadness of the Council and people of the Parish at the news of the death. The statement will also appear on the home page of the website.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal Website.</p> <p>On the death of any other significant person, the Clerk will discuss with the Chairman whether an e-book of Condolence should be opened on the Council's website.</p>	<p>Statement to be issued by the The Clerk.</p> <p>The Clerk will ensure a copy of the statement appears on the home page of the Council's website.</p>	<p>Guidance on the content of the statement is set out in Appendix A.</p>
<p>When the Book of Condolence has been closed, the Clerk will arrange for the pages to be bound and make arrangements for the final bound version to be lodged.</p>	<p>The Clerk</p>	

PART 3 Focal point for 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.

Action Required	Authorised by	Other Notes
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There will be a designated area for members of the public to lay flowers etc. This will be at the Village Hall.	Clerk	
This will be communicated to the public as part of the Statement issued by the Chairman via the Clerk.	Clerk	
This area will be monitored by the Clerk.	Clerk	
Tributes will be carefully removed the day following the state funeral.	Lengthsman under the direction of the Clerk	

PART 4 Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Chairman should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Action Required	Authorised /Implemented By	Other Notes
To review the programme of engagements undertaken by the Chairman to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Chairman in conjunction with the Clerk.	Consider working with local faith groups to arrange some sort of service on the eve of the funeral.

PART 5 Dress Code

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black arm band. Black arm bands will be provided by the Council. Council members will be required to supply their own black tie.

Action Required	Implemented By	Other Notes
A stock of black armbands will be held in and available from the Clerk's office for use by the Councillors and Clerk following the death of a senior figure.	The stock to be issued and maintained in good order by the Clerk	At the annual review of this protocol, consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.
On the death of the Sovereign, the Chains of office will not be worn by the Chairman and instead badges of office will be worn on black neck ribbons.	Clerk	The black ribbon for the chains of office to be held with black arm bands in the Civic Office.

PART 6 Public Observance of Silence

Action Required	Implemented By	Other Notes
When the death of a senior member of the Royal Family is to be marked by a two minute Silence, an announcement will be made by Buckingham Palace.	Clerk	
The Chairman will lead a Public Silence at a suitable location in the Parish and at any subsequent meeting of the Council during the mourning period.	Chairman/Clerk	

All those listed in Appendix B to be present. Councillors to wear black ties/arm bands/rosettes. The death of an individual listed in Appendix C will be marked by a one minute silence.		Black arm bands will be provided by the Council.
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PART 7 Letter of Condolence from St Leonards & St Ives Parish Council

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Chairman for approval before dispatch.	Clerk.	

Appendix A

The statement should begin with a suitable expression of sadness of the Council on hearing the announcement. If it is an occasion when Books of Condolence will be opened, then reference could be made to that. When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence. If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement from the Members.

Appendix B

All Members of the Council
Clerk
Past Chairman

Appendix C

The Prime Minister
A serving Councillor