



Teignmouth Town Council

Operation London Bridge

Date presented for adoption: 12 November 2019 (approved minute no. 196)

Date for Review:

Introduction

This guidance sets out the protocols to follow on the death of the Sovereign. Elements of the guidance may be selected when marking the death of, for example, another member of the Royal Family or other prominent person. It may also be appropriate to use elements of the guidance when responding to a major incident which has led to a high number of deaths, for example, an aeroplane crash.

Communication

The Council will work alongside the Lord-Lieutenant's office to ensure arrangements are timely and conducted in a dignified manner.

Timescale

The guidance is displayed on a timeline from day of death 'D' to 'D+1' meaning day of death plus one day and so on.

Day	Action
Day of death	<p>Plans should only be implemented when a formal announcement has been made, for example, easel with announcement placed outside Buckingham Palace.</p> <p>On the formal announcement of death, all flags are to be lowered to half-mast until 0800hrs on the morning following the funeral.</p> <p>Mayor / Deputy Mayor to meet the Clerk and Mayor's PA. Statement to be issued by the Mayor / Deputy Mayor on the announcement of the death.</p>
D + 1	<p>Proclamation Day (the day when the new Sovereign is proclaimed).</p> <p>All flags to be flown at the Mast-head from 1100hrs to coincide with the Reading of the Principal Proclamation. They will continue to fly at full-mast until 1300hrs the following day i.e. D + 2.</p> <p>Book of Condolences should open on the first working day after the day of death. The Council's book will be in the Mayor's Parlour. The book will close at the end of the day following the day of the funeral. A link to the Buckingham Palace e-Book of Condolences will be shared.</p> <p>Liaise with the Mayor / Deputy Mayor as to whether they would like to visit local care homes to give their residents an opportunity to sign the Book of Condolences.</p>
D + 2	<p>Flags should be returned to half-mast at 1300hrs.</p> <p>Proclamation at County Hall at 1300hrs – Mayor / Deputy Mayor to attend</p>

	District Proclamation at 1500hrs/1600hrs Town Proclamation by the Mayor / Deputy Mayor at 1800hrs/1900hrs in the Triangle
Sunday	Every district will have a commemorative service on the Sunday during mourning which the Mayor / Deputy Mayor should attend.
D + 10	Day of the funeral. A Royal funeral will not take place on a Sunday so the funeral could be D + 11 if D + 10 is a Sunday

Flag-flying Days

If the Council is scheduled to fly other flags between the day of death and the funeral, for example, to mark Merchant Navy Day, Commonwealth Day, it is deemed best not to. It would be contradictory to celebrate these days whilst in National mourning and therefore better not to fly another flag at all.

Laying of Flowers

Many people choose to express their sadness by laying flowers and the most suitable location is in the Triangle in close proximity to the flag-pole (ensuring access is maintained to the flag pole). The Mayor / Deputy Mayor may choose to begin this gesture by laying their flowers as soon as possible after the death is announced.

The flowers will be checked periodically during the mourning by Council staff and will be removed a week after the funeral. The flowers, once removed, may be given to a local gardening group for compost. This could then be used to plant a memorial tree.

Cancellation of Existing Planned Events

If an existing event is planned to take place between the day of death and the day after the funeral careful thought should be given as to whether the event goes ahead. Public opinion will need to be gauged, there is a risk of public criticism if the decision to go ahead is seen to go against the public feeling and national state of mourning.

Mayor's Regalia

The Mayor will wear the jewel of the Mayor's chain on a black ribbon between the day of the death and on the day of the funeral.

It may be considered appropriate for the Mayor, Councillors, Senior Officers to wear black ties, black rosettes or black arm bands and there will be a supply in the Clerk's office.

Website and Social Media

The Council has instructed our website provider to replace the home page with an image of the deceased with dates of birth and death. There will be a link to the Council's website. Information such as Message from the Mayor, Laying of Flowers, Book of Condolences etc will be on the website.

A message will be posted on the Council's Facebook page directing people to the website for more information.

Marking a Silence

On the death of the Sovereign there will be a Two Minute Silence at 1100hrs on the day of the funeral. It is likely that the majority of people will watch the funeral on television or on big screens so it is not necessary to arrange a ceremony to observe the Two Minute Silence.

Letter of Condolences

The Mayor / Deputy Mayor will send a letter of condolences on behalf of the Parish to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign.

Photographs / Paintings

Photographs and paintings that depict the deceased need to be marked in an appropriate way, for example, by putting a black ribbon across the corner of the picture or by draping a black ribbon across the top.



Signed
Chairman Teignmouth Town Council
12th November 2019