



BUDE-STRATTON TOWN COUNCIL

Operation London Bridge – The protocol for marking the death of a senior national figure or Town Councillor

1. Introduction

1.1 This policy sets out the actions to be taken in the event of a death of the following persons:

- a. His Majesty The King (Operation London Bridge)
- b. HM The Queen
- c. HRH The Prince of Wales, Duke of Cornwall
- d. HRH The Princess of Wales, Duchess of Cornwall
- e. HRH The Princess Royal
- f. HRH The Duke of Edinburgh
- g. HRH The Duchess of Edinburgh
- h. HRH The Duke of Gloucester
- i. HRH The Duchess of Gloucester
- j. HRH The Duke of Kent
- k. HRH The Princess Alexandra, The Honourable Lady Ogilvy
- l. A serving member of Bude-Stratton Town Council

1.2 This policy will be kept under review and revised annually in February.

1.3 Plans will only be implemented following an official announcement. Upon notification of an official announcement the Clerk will advise all members that the policy is to be implemented.

2. Flag Flying

2.1 Upon the implementation of this policy for persons listed a. – g. above, the Town Council will:

- Fly the Union Flag at half-mast from Shalder Hill and the Parkhouse flagpoles on the announcement of the death and continue to be flown at half-mast until 08:00 hours on the morning after the funeral.

2.2 For persons listed h. – l. above, the Town Council will:

- Fly the Union Flag at half-mast from Shalder Hill and the Parkhouse flagpoles on the announcement of the death.

2.3 For both sets of persons, if the announcement of the death is made before midday flags should be flown at half-mast for the remainder of that day and be returned to full mast at 08:00 hours the following day. If the announcement is made after midday, flags should be flown at half-mast on the day of death and on the day following, returning to full mast at 08:00 on the day after that.

2.4 For those persons listed h. – l. above, flags should again be flown at half-mast from 08:00 hours on the day of the funeral until 08:00 hours on the day after the funeral.

3. The death of the Sovereign and senior members of the Royal Family

3.1 **Book of condolences**– On the day following the announcement of the death of HM The King, HM The Queen, HRH The Prince of Wales, Duke of Cornwall, HRH Princess of Wales, Duchess of Cornwall, HRH The Princess Royal, HRH Duke of Edinburgh, HRH Duchess of Edinburgh, a Book of Condolence will be opened at the Parkhouse Centre entrance foyer.

3.2 In the event of the death of another member of the Royal Family or notable person, the Parish Clerk in discussion with the Mayor, will judge public feeling as to whether a book condolence should be opened locally.

3.3 The Book of Condolence will be available during normal office hours (09:30 hours – 15:30 hours Monday – Friday) and remain in place until 15:30 hours on the day following the funeral. When the Book of Condolence has been closed, it will be bound and retained in the Town Council’s archives.

3.4 **Marking of Silence** – Where the death of senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace. The Mayor of the Council will lead a public silence outside of the Parkhouse Centre with Town Councillors. The Clerk will be responsible regarding arrangements for any media access.

3.5 The Mayor will issue a statement via the Clerk expressing the sadness of the Council and the local community at the news of the death. The statement will also appear on the homepage of the website. The statement will give details of the Book of Condolence and any associated church services. The public observing of the silence will also be cited.

3.6 **Proclamation Day** – In the event of the death of the Sovereign, the Proclamation of the new Sovereign will normally take place in Cornwall two days following the date of death, subject to Bank Holiday, Christmas, elections – Buckingham Palace will confirm any changes.

3.7 The Town Council will organise the Proclamation event in liaison with the Cornwall Lieutenancy. The event will be held in the Bude Light area. The Town Council will invite the Member of Parliament, current and former members of the Town Council, veterans and serving members of the Armed Forces Community, representatives of community

organisations and schools. The Proclamation will be read in English by the Mayor and, if possible, in Cornish by an appropriate person.

3.8 On the death of the Sovereign in circumstances where there is an eldest son as heir presumptive, BSTC will acknowledge the new Duke of Cornwall.

4. Engagements and dress code

4.1 The Clerk, in conjunction with the Mayor, will review the programme of engagements undertaken by the Council to ensure it is appropriate in time of national mourning and that it sits comfortably with the national mood.

4.2 During the official mourning period, black ties should be worn when representing the Council. The Council has procured black arm bands for staff.

4.3 Councillors when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute's silence and on the day of the funeral.

5. The death of serving member of the Town Council

5.1 The Clerk will inform members of the Council via email (or telephone) and a message posted on the Council website and social media.

5.2 The casual vacancy will be advertised the day after the funeral.

5.3 A minute's silence will take place at the subsequent meeting of the Council of Committee.

5.4 The member's family will be offered a room at the Parkhouse Centre, free of charge, for any refreshments following a service (subject to availability).

6. Contact with successor

On the death of the Sovereign in circumstances where there is an eldest son as heir presumptive, BSTC will acknowledge the new Duke of Cornwall.