

# CAVERSFIELD PARISH COUNCIL

## **Marking the Death of a Senior National Figure – DRAFT**

This procedure is for marking the death of any prominent national figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

The Queen will be given a State Funeral.

The Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

Plans to mark a death should only be implemented when a formal announcement has been made.

### **Proclamation after the death of the Monarch**

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

The Proclamation will be announced in London on the day after the death (D+1) then county Proclamations will be read by the High Sheriffs and other Civic Officers on D+2. Councils may have the proclamation read by the High Sheriff (if available), a deputy Lieutenant, the Mayor / Chairman of the Council or the Clerk.

Should the village wish to hold a Proclamation Event, it will take place at a venue to be confirmed. The Church and Parish Council will liaise. The National Anthem should be sung.

### **Bells**

If the Royal death is announced before 12noon on “D Day”, every church will toll one bell for each year of the Queen’s life (if the announcement is after 12noon, the bell will be tolled the following day). The Council will liaise with the Church.

### **Flags**

As there is no flag pole on the Church it will not be possible to fly a flag. However, if there were, it should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral, apart from Proclamation Day when it will be raised.

### **Book of Condolence**

Provided COVID-19 has abated any Book of Condolence may be opened on the first working day after the day of death. The Parish Council will provide the paper for

the Book of Condolence and it will be available – at a venue yet to be confirmed – where a good-size table covered with a suitable cloth, a chair and a supply of pens will 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 and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent, once bound, to the County Archive in Oxford.

The Church may also wish to hold a service. Volunteers may be needed while the Book of Condolence is available.

However, if COVID-19 is still present and restrictions are still in place, it may not be possible to host physical books of condolence. Buckingham Palace will have an online book of condolence available which will close at 5pm on the day after the funeral.

### **Website**

The home page of the Parish Council website will be overwritten with a black page carrying a portrait of the Monarch together with appropriate wording.

### **Events and Activities**

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place.

From a Parish Council meeting perspective, all days of mourning are counted as 'Sundays' and all meeting summons will be suspended until after the funeral.

All events should consider 'why is it really necessary and appropriate for this event to go ahead'. For instance, if the Village Fete were to be due to take place during the time of mourning, it may not be appropriate, nor will it be possible to hold any Parish Council meetings.

### **Dress Code**

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

### **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.

### **Further Reference**

Additional information can be found in the National Association of Civic Officers Guidance.

Draft 22 December 2021