



PRAUNDS TOWN COUNCIL
PROTOCOL FOR MARKING THE DEATH
OF A SENIOR NATIONAL FIGURE
OR LOCAL HOLDER OF HIGH OFFICE

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

The Queen
The Duke of Edinburgh
The Prince of Wales
The Duchess of Cornwall
The Duke of Cambridge
The Duchess of Cambridge
Prince George of Cambridge
Princess Charlotte of Cambridge
Prince Louis of Cambridge
The Duke of Sussex
The Duchess of Sussex
The Duke of York
The Earl of Wessex
The Countess of Wessex
The Princess Royal
The Duke of Gloucester
The Duchess of Gloucester
The Duke of Kent
Prince Michael of Kent
Princess Michael of Kent
Princess Alexandra

Elements of this plan that relate solely to the death of HM The Queen are highlighted in Blue

The Prime Minister
Any former Prime Minister
The Members of Parliament for the constituency
A serving Mayor
A serving member of the Council

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
Informal Stage – Prior to any formal announcement there is likely to be speculation on social media/press, the clerk will advise the Mayor and Deputy Mayor.	Town Clerk	
Raunds Town Council's Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol.	Implementation will be authorised by the Town Clerk	
On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol the Clerk will advise the Mayor, Deputy Mayor and all Councillors and local churches.	Implementation will be authorised by the Town Clerk	
Action required	Authorised by	Other Notes

PART 2 Issuing a press statement

Action Required	Implemented by	Other notes
<p>On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol The Mayor will issue a statement expressing the sadness of the Council and people of the Raunds at the news of the death of The statement will also appear on the Website and social media.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of any 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 and the reading of the proclamation.</p>	The Town Clerk	<p>Suitable draft announcements are shown in the appendices to this Protocol.</p> <p>Press statements may need to reflect any changes that need to be made to Mayoral and Council diaries (e.g. events/ meetings)</p> <p>Upon the death of a member of the Royal Family listed on page 1 all other news and information will be removed from the front page of the website.</p> <p>Upon the death of any other persons named on page 1 of this protocol the Clerk will consider the appropriateness of other information on the front page of the website.</p>

PART 2 Flag flying and Tributes

Action required	Implemented by	Other Notes
Immediately at the request of the Town Clerk, flags will be lowered to half mast.	Any member of staff as directed by the Town Clerk. NOTE Check is this Union or Town Flag (Union for Queen)	See the note in Annex 1 to this protocol, setting out the correct procedure for flying a flag at half mast.
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will at - 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half mast at 13.00.	Any member of staff as directed by the Town Clerk.	
Dependent on the circumstances it may be appropriate to provide an area e.g front of Town Hall, where members of the public can lay floral tributes	Town Clerk	Town Mayor will lay flowers first.
On Subsequent Days: In Raunds, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 08.00 on the day following the funeral. For all others identified in the list on page 1, flags in Raunds will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume.	<i>As above</i>	The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer. The phrase "Usual local arrangements" should be read as meaning the flying of any flag should follow Raunds Town Council's flag flying policy.

PART 3 Books of Condolence

Action required	Implemented by	Other Notes
Following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince	The Town Clerk	Assistants to the Clerk to ensure there is adequate paper available in the book.

<p>of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at The Town Hall.</p> <p>This may be the same day as the announcement depending on the time the announcement is made.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p> <p>Books of Condolence will be open from 09.00 to 18.00 seven days a week and will remain open until 18.00 on the day following the funeral.</p> <p>A table and chair will be positioned. Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by the Town Clerk as will table cloths and framed photographs of the relevant person will also be supplied from the stock held by the Town Clerk.</p>	<p>Town Hall staff under guidance of the Town Clerk.</p>	<p>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 by the Town Clerk on whether or not they should be permanently excluded.</p> <p>The book of condolence will be signed in the following order; The Mayor Deputy Mayor Other Councillors The Clerk Other Council staff</p> <p>The Clerk will ensure suitable arrangements are in place in the event that the Town Hall is being used for a wedding. (Enterprise centre to be agreed)</p> <p>See annex 2 for diagram of room layout.</p> <p>The Town Clerk will ensure that a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family are held in the Civic Office.</p> <p>Only fresh flowers should be displayed.</p> <p>A black ribbon will be placed on any relevant portrait.</p>
<p>When the Book of Condolence has been closed the Town Clerk will discuss with the Mayor arrangements for binding and where the final bound version is to be lodged.</p>		<p>The book of condolence should be available until F+1</p>

PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
<p>To review the programme of engagements undertaken by the Civic Head to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>In the event of the death of the Queen a service of remembrance will be arranged for the evening of the funeral this will be led by the Mayor and local churches.</p>	<p>The Mayor with the Town Clerk.</p> <p>The Mayor with the Town Clerk.</p>	<p>(note not confirmed with churches 17 January 2017)</p>

PART 5 Proclamation Day (d+2)

Action required	Implemented by	Other Notes
<p>The Proclamation will be read as follows:</p> <p>D+2 By the Mayor at 6.00 p.m. on the day following Proclamation Day on the steps of the Town Hall.</p> <p>All those listed in Annexe 4 to be invited to be present. dark lounge suit / jacket and trousers. Black tie. Arm bands to be available.</p> <p>Reading of the Proclamation to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police and other agencies.</p>	<p>Council staff to arrange access and setting up of public address system</p> <p>As above</p> <p>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified in Annexe 4.</p> <p>The Town Clerk will ensure that the public are informed by way of a press release and item on the Council's website</p>	

PART 6 Dress Code

Action required	Implemented by	Other Notes
A stock of 12 black ties, 12 mourning rosettes and Armbands will be held in and available from the Town Council Office for use by Councillors and senior officers attending on Councillors following the death of a senior figure.	The stock to be issued and maintained in good order the Assistants to the Clerk.	At the time of 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. A list of our suppliers for these items is set out in Annex 5
On the death of the Sovereign, the chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons. From the day of death until and including the day of the funeral of the Sovereign,		The black ribbon for the mace and the black neck ribbons will be held with the black ties, rosettes and arm bands in the Town Council Office.

PART 7 - Marking a Silence

Action required	Implemented by	Other Notes
<p>Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.</p> <p>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.</p> <p>In Raunds, when Silence is to be kept, the Mayor will lead a Public Silence on the steps of the Town Hall</p> <p>All those listed in Annexe 2 to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. Arm bands to be available.</p>	<p>Caretakers to arrange access and setting up of public address system</p>	

The Public Observing of the Silence to be publicised.		
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PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
As soon as practical, a letter of condolence will be drafted by the Mayor and Clerk and will be circulated to the Council before dispatch.		

Part 9- The Funeral

Action required	Implemented by	Other Notes
<p>In the event of the death of the Queen and ??? arrangements have been made for the funeral to be shown in the following public places:</p> <p>TBC Local pubs</p>	The Town Clerk will check that the arrangements are valid at the appropriate time	

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org), but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**Statement to be issued by the Mayor / Chairman
on the announcement of the death
of a senior national figure or other prominent figure**

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It might go on to state that flags will be flown at half mast.

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 Civic Head'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 Authority to action before that action has been discussed and has the necessary agreement from the political leadership and the Executive.

Those who might be invited to be present
the Reading of the Proclamation on the accession of a new Sovereign
and at the Public Observance of a Two Minute Silence

All Members of the Council

Freemen of the Borough

Honorary Alderman

Past Mayors

Mayor's Chaplain

Coroner

Honorary Recorder

Borough Police Commander

Borough Fire Commander

A representative Deputy Lieutenant

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Borough, District or Town.

List of possible suppliers

NACO does not formally endorse any of these companies but is aware that they supply the items listed.

Black arm bands can be purchased from:

Vanessa Treasure Designs,

43, Heaton Terrace,

Porthill,

Newcastle-under-Lyme, 01782 626829

Staffordshire, v.treasure@btconnect.com

ST5 8PA www.vanessatreasure.co.uk

Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer

Black ties can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Table cloths can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Framed photographs can be purchased from:

But remember to contact Mike O'Keefe before ordering

so that you can get your NACO discount

Mike O'Keefe (mike@royalimages.co.uk)

Custodian of the Official Royal Image Library of

H.M. The Queen and H.R.H. The Duke of Edinburgh.

Black edged paper hole-punched to fit in a loose leaf binder can be purchased from:

Barnard and Westwood,

23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com

This company can also bind the loose leaf pages when the book is closed.

Contact Details