

## **Introduction**

This protocol offers guidance to the elected Members, staff and population within the Parish covered by Exminster Parish Council on marking the death of a senior national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This document is derived from the template supplied by the National Association of Civic Officers (NACO) and is the adopted template of interpretation and implementation within Exminster parish.

All parts of this protocol apply on the death of the Sovereign (note: those sections around the Accession Proclamation arise only upon the Monarchs death).

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## **Scope**

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

The Queen will be given a State Funeral.

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

The following will be given a Non-Ceremonial Royal Funeral

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 Princess Royal

The Countess of Wessex

The Duke of Gloucester

The Duchess of Gloucester

The Duke of Kent

Prince Michael of Kent

Princess Michael of Kent

Princess Alexandra

## Protocol following the Death of the Sovereign, a Senior National Figure or Local Holder of High Office

As the names suggest, the distinctions rest with the level of ceremonial involved (for example, in a State Funeral the coffin is carried on a gun carriage pulled by men and women of the Armed Forces. In a Ceremonial Royal Funeral, the gun carriage is drawn by horses).

The protocol may also be appropriate for the death of a serving Prime Minister, former Prime Ministers and Members of Parliament for the area.

### **Protocol**

#### **1. Implementation of the Protocol on hearing of the death**

Plans to mark a death must be implemented **only when a formal announcement** has been made by Buckingham Palace or Downing Street. All other reports from news outlets reporting a death must be treated with caution, but can be used as preparation time for arrangements e.g. wording for condolences.

For the death of the Sovereign or another senior member of the Royal Family the clerk will cascade information through the community to ensure timely decisions and notifications can be made. For other figures, there may need to be consultation at the time on the ways in which such a death should be marked.

#### **2. Flag Flying (see 7 below – Proclamation Day)**

Flying of flags at half-mast across the parish will be appropriate. It is the responsibility of St Martin's Church to lower their flag.

#### **3. Books of Condolence**

The 'Book of Condolence' will be provided by Teignbridge District Council.

#### **4. Website Guidance**

On the death of the Sovereign, the Prince of Wales and the Duke of Cambridge the colour style on Exminster Parish Council will be set to black, and a message from the Chair of the Parish Council will be displayed. This will be removed at the end of the day following the day of the funeral (i.e., if the funeral falls on a Thursday the link will be removed at 5.00pm on the Friday).

## Protocol following the Death of the Sovereign, a Senior National Figure or Local Holder of High Office

Officers will also consider the appropriateness of other information displayed on the front page of the website.

### 5. Official Correspondence

The Chairman (as the figurehead of the Parish Council) will agree a form of words for a message, expressing sorrow at the news of the death. This will be the official form of words to be used on the Parish Council's website homepage and also on the Facebook page. An external link to the Teignbridge District Council and Buckingham Palace e-book of condolence ([www.royal.uk](http://www.royal.uk)) will be made if appropriate.

This link will be removed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday the link will be removed at 5.00pm on the Friday).

### 6. Laying of Flowers

Residents may choose to express their sadness by laying flowers. If this seems likely, the Council will announce the designated area for this and details of when the Chairman will be laying flowers on behalf of the Council. It will be requested that no plastic/cellophane is used.

To manage such activity safely, the preferred area within the Parish is the paved area between the flower beds on the entrance to Dryfield.

All flowers will be removed the week after the funeral has taken place (or once the flowers have died) and composted. Weather conditions may vary this, but decisions should be made giving forethought and sensitivity to the needs of the community.

Events during Period of **Mourning**. The Clerk will review any Parish Council Events to ensure they are appropriate in a time of national mourning and that it sits comfortably with the national mood.

### 7. Proclamation Day

The **Proclamation Day** is set to be **the day following** the death of the Sovereign (Day of Death (D) plus 1).

## Protocol following the Death of the Sovereign, a Senior National Figure or Local Holder of High Office

- (i) The Proclamation will be made at St. James Palace at 11.00hrs (or 14:00hrs on a Sunday)

The Proclamation is then cascaded.

- (ii) At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read:

- (iii) In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle; in Belfast by Norroy and Ulster King of Arms
- (iv) Once those Proclamations have been read it is appropriate for the Proclamation to be read at County, City, Borough and Parish level if they so choose.
- (v) The County Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will present at that ceremony. The Local Proclamation is **not** to take place before the County Proclamation

Since Exminster does not have any civic buildings, there will no Local Proclamation and instead it will be posted on the Council's web site and on Facebook.

### 8. Dress Code

Whilst flags are at half-mast, it is appropriate for black ties/scarves to be worn by the Chairman, Councillors and staff during any official engagements.

On occasions where a full Council meeting falls during the period of mourning or on the death of the Sovereign and when the Proclamation is read, it is appropriate for all Councillors and members of staff to wear a black armband; these are stored in the Parish Council Office.

### 9. Council Meetings

Meetings of the parish Council do not have to be cancelled; however, note that the **minimum three clear days for notice of a meeting does not include the day or days appointed for mourning. This might mean that a scheduled meeting has to be cancelled. If the meeting takes place then see 8 above, and it may be appropriate for the Chairman of the meeting to acknowledge the death at the beginning of the meeting.**

### 10. Marking a Silence

## **Protocol following the Death of the Sovereign, a Senior National Figure or Local Holder of High Office**

The death of a Senior National Figure may be marked by a National Two Minute Silence. On the death of the Sovereign there will be a Two Minute Silence at 11.00am on the day of the funeral (D+10). For other senior members of the Royal Family the number of days will be fewer.

It may be that Silence will be kept for other members of the Royal Family; advised for the day of the funeral as part of the funeral service.

Since Exminster does not have any civic buildings, this will not be formally observed by the Council but by individuals.

### **11. Letter of Condolence**

A formal letter of Condolence is to be prepared and signed by the Chairman of the Council and forwarded by the Parish Clerk. To be sent to the New Sovereign's Private Secretary asking that condolences of the Council and people of Exminster be passed to the new Sovereign and his/her family.

In the case of the death of Prince Charles, Prince of Wales or Prince William, Duke of Cambridge, a letter 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.

### **Timings**

For Royal funerals planning largely assumes that when a death occurs it will be on an ordinary day of the week and the funeral will follow a given number of days later.

When reports of a death are received, it will be possible to take a view of whether it is a 'straightforward' time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.

A Royal funeral will not take place on a Sunday.

Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National commemorations would go ahead in some form, and local arrangements should follow those

The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.