

**CLAPHAM PARISH COUNCIL**



**Protocol in The Event of The Death of a Senior National Figure**

This protocol provides guidance to councillors, the clerk and those within the parish of Clapham on marking the death of a senior national figure. It is based on a template issued by the National Association of Civic Officers (NACO).

All parts of this protocol apply on the death of the Sovereign (and those sections around the Accession Proclamation arise only on the Monarch's death). Beyond that, implementation of the Protocol is a matter to be decided locally.

The day of the death of the Sovereign will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10 except where this falls on a Sunday when it will be D+11.

The day of the State Funeral will be a Public Holiday unless D+10 falls on a Saturday.

**Announcement**

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that "*reports are coming in of the death of ...*" it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that "*it has been announced by Buckingham Palace / Downing Street that...*")

**Book of Condolence**

- A Book of Condolence will be opened in St Mary the Virgin Church Clapham, on the first working day after the death, and available for signing from that day between the hours 9 a.m. and 6 p.m.
- Books of Condolence will also be opened at the Arun Civic Centre, Littlehampton and the Town Hall in Bognor Regis.
- Press announcements and items published on the website should include the official statement from Buckingham Palace and one from the Chairman of the Parish Council and provide a link to the Buckingham Palace e-book of Condolence ([www.royal.gov.uk](http://www.royal.gov.uk)).
- Books of Condolence will be closed at the end of the day following the day of the Funeral.

#### **Letters of Condolence**

- The day after the State Funeral a letter of Condolence will be sent from the Council to the new Sovereign's Private Secretary (in the case of the Sovereign's death) and the Private Secretary of the deceased (for other senior members of the Royal Family) asking that condolences be passed to the next of kin and other members of the family.
- In each case one 'official' letter of condolence will be sent on behalf of the Parish Council by the Parish Clerk

#### **Cancellation/postponement of Existing Planned Events**

- The Clerk of the Council will cancel / postpone all engagements and events in conjunction with the Chairman of the Council.
- The Clerk of the Council to cancel / postpone all Council / Committee / Sub-Committee / Working Party Meetings.

#### **Proclamation Day**

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

#### **Dress Code**

- Up to and including the day of the Funeral and on days when public mourning is observed the Chairman of the Council, Councillors and the Clerk to wear black tie or black rosette/armband as appropriate when on council business.
- Mourning for the Monarch lasts 1 month. Mourning for the Prince of Wales last 9 days from day of death until the end of the day of the funeral.

#### **Marking a Silence**

- The death of a Senior National Figure may be marked by a National Two Minute Silence.

#### **Flowers**

- Residents / visitors may wish to leave flowers without cellophane wrapping at St Mary The Virgin Church or at other suitable locations. The flowers will be moved to the Church or left in the location for a week after the Funeral. (Some flexibility on timing of removal to be given to weather conditions and decision to remove flowers to be done with great sensitivity).

#### **Timings**

- It is difficult to give definitive information on timings as it is almost impossible to anticipate every conceivable set of circumstances e.g. if the announcement of the death of the Sovereign or senior member of the Royal Family falls on a public holiday, Easter, Christmas, Remembrance Sunday, etc.
- It is only when the announcement comes through from the first reading of the Proclamation at St. James's Palace that it will be possible to take a view and establish local timings.

### **Parish Council Website**

- Ghost pages to be prepared in the event of the death of the Sovereign and published on receipt of the formal announcement.
- 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, such as: “The Councillors and Clerk of Clapham Parish Council are deeply saddened at the news of the death of XXXXXXXXXXX. Our thoughts are with the Royal Family at this time”.
- The Home Page of the Council website will be overwritten with a black page carrying a portrait and associated tabs below to the Council’s “standard” Home Page and other tabs required during the period of mourning such as details of where the Public can sign the Book of Condolence etc.

### **Guidance**

- In the event of any dispute to be resolved or decision to be taken that is not covered by this procedure, reference should be made by the Parish Clerk / Chairman of the Council to the latest available guidance from the National Association of Civic Officers (NACO).

### **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 Prince of Wales
- The Duchess of Cornwall
- The Duke of Cambridge
- The Duchess of Cambridge
- Prince George
- Princess Charlotte
- Prince Louis
- 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 Alexandra
- The Prime Minister
- Any former Prime Minister, such as Sir John Major.
- The Members of Parliament for the constituencies
- A serving Mayor or leader of the Council
- A serving member of the Council