



Lostwithiel Town Council

Procedure to mark the death of a Senior National Figure

Minute reference 069/17 dated 04/07/17.

This procedure should be implemented by the Town Clerk or in her absence, by the Town Mayor.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a plane crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street

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

- HM The Queen
- HRH The Duke of Edinburgh
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Princess Charlotte of Cambridge
- HRH Prince Henry (Harry) of Wales
- HRH The Duke of York
- HRH The Earl of Essex
- HRH The Princess Royal
- HRH The Countess of Wessex
- o The Prime Minister
- o The serving Member of Parliament for the SE Cornwall Constituency
- o A serving Town Mayor
- o A serving member of the Council
- o A Former Town Mayor of the Council
- o Honorary Freeman of the Town

Flag Flying Death of a member of the Royal Family listed above –
Upon the instruction of the Town Clerk or the Town Mayor the Union flag will be flown at half-mast.

On Death of a senior national figure or local holder of high office –
Upon the instruction of the Town Clerk or the Town Mayor the Town flag will be flown at half-mast.

Following the death of the Sovereign, when the new Sovereign is proclaimed flags will – at 11.00 hrs – be raised to full mast and flown throughout the day at full mast, returning to half-mast at 1800 hrs.

In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed). After the day of Proclamation, all flags are to be lowered to half-mast until 0800 hrs on the morning following the State Funeral (day of death plus eleven days).

For any other prominent figures or local holder of high office, the flag should fly at half-mast only on the day of death and the day of the funeral.

The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

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 0800hrs on the day following the funeral.

For all others identified in the list above, the Town flag will fly at half-mast on the day of the announcement of the death and the day of the funeral and at full-mast in between.

Book of Condolence

On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened in the Town Council office and will remain open until the day following the funeral. A table and chair should be made available in a quiet location for members of the public to sign the Book of Condolence. A framed photograph of the relevant person will be placed on the table. When

the Book of Condolence has been closed, the Town Clerk will make arrangements for it to be lodged.

The Mayor will issue a statement via the Town Clerk expressing the sadness of the Council and people of Lostwithiel at the news of the death of The statement will confirm that flags are to be flown at half-mast and will give details of the 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 on the Royal Website. When a decision has been taken on the Council'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. The statement will be uploaded to the home page of the Council's website.

Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Town Mayor should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Dress Code

If a Full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black arm band.

Public Observance of Silence

When 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. The Mayor will lead the Silence at the designated time in the presence of Councillors, the Town Clerk and officers, Honorary Freeman and Past Mayors.

Proclamation Day

The new Sovereign succeeds to the throne as soon as his or her predecessor dies and is at once proclaimed at an Accession Council in St James's Palace. In London the public proclamation of the new Sovereign is read out, first at St. James's Palace and afterwards at other locations. This is Proclamation Day when flags should be flown at half-mast from 0800 hrs and then at full mast between 1100 hrs and 1800 hrs. Once the Proclamation has been made at St. James's Palace in London it is read out publicly, later that day, in Edinburgh,

Windsor and York as well as at Guildhalls, Shire Halls and Town Halls throughout the country. In Lostwithiel the Proclamation will be read out by the Town Mayor on the Parade at 1400 hrs on Proclamation Day in the presence of Councillors, the Town Clerk and officers, Honorary Freemen and Past Mayors. The wording of the Proclamation to be read out will be made available on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privacy-council.org.uk).

The Mayor, Macebearers and Town Clerk will be robed. The reading of the Proclamation to be widely publicised.