



# NEWICK PARISH COUNCIL

## Parish Council protocol for the death of a Monarch (Operation London Bridge) or Senior Member of the Royal Family

### Policy to follow on death of Monarch;

1. On announcement of a death, the Clerk shall cancel or rearrange any forthcoming Parish Council meetings and reconvene after the period of mourning (10 days after death). Any other celebratory events scheduled should also be rearranged apart from Remembrance Services.
2. The Clerk shall publish an official picture of the deceased from those issued by the Palace authorities on the Parish Council Website. Suitable words from the Chairman of the Council to be added (Deputy Chair in their absence). This will also be shared on the Parish Clerk social media pages.
3. The Clerk shall work with the Church to arrange a service in Church (potentially on the eve of the state funeral).
4. The day of the State Funeral will be a Public Holiday.
5. The Clerk shall work with the Church regarding the allocation of a space on Parish Council land or in the Churchyard for the public to lay flowers and arrange for their disposal – ideally to be composted - on the morning after the state funeral is held.
6. The Chairman, Clerk and Churchwardens to discuss whether a book of condolence is required and where the most appropriate place for this is. The Clerk to keep a blank book of condolence in their office for use in this event.
7. The Union flag on the green to be flown at half-mast from the announcement to the day after the state funeral is held. If the flagpole nearest the Community Centre has the Union flying (e.g around Remembrance Day) then this should also fly at half-mast.

### Policy to follow on the death of;

*Other Members of the Royal Family*  
*Prime Minister*  
*Serving Member of Parliament*  
*Member of the Parish Council*

1. Follow the national timetable that will be communicated
2. Chairman and Clerk to meet to discuss the timetable
3. Communicate with the Church and establish what is being planned
4. The Union flag (on both poles) should fly at half-mast in line with official advice
5. The Clerk shall publish an official picture of the on the Parish Council Website. Suitable words from the Chairman of the Council (or Deputy) to be added. This will also be shared on the Parish Clerk social media pages.

Signed.....(Chairman)

Dated .....