



Death of the Sovereign or other Senior Royal Policy and Protocol

On behalf of the Parish of Mayland

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1. INTRODUCTION

Mayland Parish Council recognises that a formal procedure is required to manage the occurrence of the death of a senior royal.

Guidance has been made available from the National Association of Civic Officers (May 2019) for the procedure to follow upon the death of the Sovereign and other senior members of the Royal Family.

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 or Downing Street.

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

In the event of a death, this policy and procedure will be placed on notice boards in the village.

2. WHEN THE POLICY IS TO BE USED

This Policy should be used in the event in the death of:

HM The Queen
HRH the Prince of Wales
HRH the Duchess of Cornwall
HRH the Duke of Cambridge
HRH the Duchess of Cambridge

3. IMPLEMENTATION OF THE POLICY

Mayland's mourning protocol will be implemented on the formal announcement by Buckingham Palace/Downing Street of the death of any one of those persons named in section 2.

Implementation will be authorised by the Clerk or in her absence, the Chairman.

4. FLYING THE FLAG

Once a formal announcement has been received, Union flags will be immediately flown at half-mast at the Memorial Park.

If the death falls on St George's Day or the period of mourning includes St George's Day, the flag should be replaced by the Union Flag at half-mast.

Flying the Flag on Proclamation Day (D+1) 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 hours be raised to full mast and flown through the day at full mast.

On the day following Proclamation Day (D+2) the flag will be returned to half-mast at 13.00 hours.

If the death occurs late in the day arrangements for the ceremonial matters on D + 1, may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace/Downing Street.

Flying the Flag on Subsequent Days

Following the death of the Sovereign or other members of the Royal Family identified under section 2, the flag will continue to fly at half-mast until 0800 hours on the morning following the funeral.

5. BOOK OF CONDOLENCE

A Book of Condolence will be opened on the first working day following the announcement of the death of the Sovereign, HRH the Prince of Wales or HRH the Duchess of Cornwall.

It will be available at the St Barnabus Family Centre, Imperial Avenue, Mayland

6. DAY OF THE FUNERAL

The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11) Other events which may also mean that the date of the funeral will change e.g. if it would clash with Christmas, Easter or Remembrance Day.

7. FOCAL POINT FOR GRIEF

Upon the death of a member of the Royal Family, members of the public may wish to visit the Memorial Garden as a focal point for grief. This will allow the laying of flowers and other tributes as well as for reflection and remembrance.

Tributes will be carefully removed within one week after the state funeral. On removal the tributes will be composted. Other tributes will be disposed of sensitively and appropriately.

8. EVENTS DURING THE PERIOD OF MOURNING

Councillors will be informed in advance that a Parish Council meeting held during the mourning period will commence with a 2 minute silence.

9. PUBLIC OBSERVATION OF SILENCE

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

When the death of a senior member of the Royal Family is to be marked by a two-minute Silence, an announcement will be made by Buckingham Palace.

10. LETTER OF CONDOLENCE FROM MPC

As soon as practical, a letter of condolence will be finalised for signature by the Chairman.
See Appendix A.

11. TREE OF REMEMBRANCE

Mayland Parish Council will plant a suitable tree in remembrance of the Sovereign. The type of tree and its location will be determined at the time.

12. APPENDIX X – LETTER OF CONDOLENCE FROM MPC

Appendix A

Letter of condolence to Buckingham Palace on the death of HM the Queen

FAO: Private Secretary of new Sovereign

Dear Sir/Madam,

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away, the thoughts of the residents of Mayland/Maylandsea are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21st century, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the deepest condolences of the residents of Mayland to HM King Charles III. A Book of Condolence has been opened.

Yours Faithfully,

L Haywood
Chair Mayland Parish Council
For and on behalf of all citizens of Mayland