**Bridge Policy - DEATH OF MEMBER OF THE ROYAL FAMILY**

Approved by Council XXX

1.1 This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Clerk and Chair.

1.2 The Clerk shall be responsible for enacting the protocol.

1.3 Council business will continue as usual but with respect and grief. Meetings and certain events may proceed, but celebratory events should be cancelled or rescheduled. The Clerk and Chair shall determine what is appropriate.

1.4 The timetable for national mourning is expected to be:

D Day Date of Death D+1\* Proclamation Day (London) D+2\* Proclamation Day D+X Middle Sunday Civic Service D+4-6 to D+9 Lying in State D+10 Date of Funeral

(\* applies to death of the sovereign only)

1.5 The union flag shall be raised to half-mast upon the announcement of the death

a. Other than in the instance of the death of the sovereign it shall remain at half-mast until 8am D+11 when it shall return to full mast.

b. In the instance of the death of the sovereign it shall be flown at half-mast until 11am D+1 when it shall be raised to full mast for the proclamation. It shall then return to half-mast from immediately after the local proclamation until 8am D+11 when it shall return to full mast.

1.6 A black homepage, featuring a photo of the deceased, their birth and death years and links to the main website and information on local tributes (condolence books, church services, flowers and proclamations) will added to the Council website until 8am D+11. A message from the Chair will be published.

1.7 Councillors and officers will be provided with black armbands, ribbons or rosettes which may be worn during the mourning period.

1.8 On the occasion of the death of the sovereign, at 4pm on D+2 the Chair shall read a local proclamation at the Council Offices. Invitations to attend shall be sent to the Civic List and it shall be advertised to invite local residents.

1.9 A Civic service will be held on the middle Sunday and organised with the local clergy.

1.10 An area for floral tributes shall be provided in the grounds of the Council Offices. It will be requested that no plastic/cellophane is used. The flowers will be collected after the funeral and composted. The compost will be used to fertilise a tree which will be planted in memory of the deceased by the Chair at a location to be determined by the Clerk and Chair.

1.11 The Council will provide loose leaf condolence books at the council offices and churches. Sheets shall also be provided to schools and other organisations. The condolence book at the council offices shall be hosted in the Committee Room, with a photograph of the deceased (framed and with mourning ribbon) on a table dressed in a black tablecloth.

Following the funeral all sheets will be bound (as per the council’s minute books) with a photograph of the deceased and their birth/death years and a message from the Chair into a condolence book which will be placed on deposit with the Heritage Centre.

1.12 The portrait will be displayed, with mourning ribbon, in the council chamber for one month following the funeral.

1.13 A letter on behalf of the Parish shall be sent to the Private Secretary by the Chair.