

## **Hockwold cum Wilton Parish Council**

### **Death of a Senior National Figure**

#### **PROTOCOL**

##### **Introduction:**

This protocol has been prepared to set out the procedure Hockwold cum Wilton Parish Council will follow in the event of a senior national figure, including:

- Her Majesty the Queen (Operation London Bridge)
- His Royal Highness the Prince of Wales (Operation Menai Bridge)
- Her Royal Highness the Duchess of Cornwall
- His Royal Highness the Duke of Cambridge
- Her Royal Highness the Duchess of Cambridge

The following procedures will only be followed when a formal announcement has been made by Buckingham Palace or Downing Street.

In the event of the death of the Sovereign, the day of death 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, unless this date falls on a Sunday, when the funeral will be on D+11.

##### **Statement from the Parish Council Chair**

Following the formal announcement, the Parish Council Chair will provide the Parish Clerk with a statement to be placed on the Council's website, (along with a photograph of the senior figure), and on social media.

##### **Proclamation Day**

In the case of the death of the Sovereign, the day following the death, D+1, will be Proclamation Day, which is the day the new Sovereign is proclaimed.

##### **D+1**

- The Proclamation will be made at St James's Palace at 11.00am or 2.00pm if it is a Sunday. The Proclamation will then be cascaded.
- At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

##### **D+2**

- At noon it will be read in Edinburgh, in Cardiff and Belfast
- After 12.30pm, but before 1.00pm, it will be read by the High Sheriff of Norfolk at County Hall
- The Chair of Hockwold cum Wilton will not read the Proclamation

##### **Contact the Bell Tower Captain at St James's Church**

The Parish Clerk holds the contact details.

Make arrangements for tenor bell to be tolled – if announcement made before noon, bell should be tolled at noon & if announcement made after noon, bell should be tolled at noon the following day.

Adopted: 29<sup>th</sup> June 2021

Date of Review: June 2023

**Chair & Clerk to consider arrangements for the following and announce on website and Facebook:**

- Laying of flowers – *“On the death of ‘.....’ large numbers of people may wish to pay their respects and residents may choose to express their sadness by laying flowers. In order to manage such activity safely, the Parish Council has identified the following site: By the cross on the village green at Cross Hill in front of the Red Lion pub. May we ask that all wrapping (paper, plastic or foil) be removed before laying of flowers. All flowers will be removed the week after the funeral has taken place (or once the flowers have died). Weather conditions will have an effect on the above, but decisions will be made given forethought and sensitivity to the needs of the community.”*
- Flying flags at half mast – if we have a village flag by then, this protocol should show who is responsible for physically lowering the flag. On the formal announcement of death, all flags are to be lowered to half-mast until 8.00am on the morning following the funeral. In the case of the death of the Sovereign, on Proclamation Day flags will, at the start of the day, be flying at half-mast. From 11.00am all flags will then be flown at the Mast-head, to coincide with the reading of the Proclamation. They will continue to fly at full mast until 1.00pm the following day (D+2) when they should be returned to half mast.
- Tolling of the Bells – *“Tolling of the bells in St James’s Church will commence..... The tenor bell will toll once for every year of ‘.....’s life.”*
- Book of Condolence – Clerk to check with Borough and County Councils to find out what they are doing. Does St James’ Church wish to have a book?

**Events and meetings during the period of mourning**

Following the announcement of the death of a senior national figure, the Chair, Vice-Chair and Parish Clerk will review the programme of events and council meetings to ensure it is appropriate to proceed in a time of national mourning. Where necessary, events and meetings will be re-scheduled.

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