



Sawbridgeworth Town Council

Policy 4.8

MARKING THE DEATH OF A SENIOR MEMBER OF THE ROYAL FAMILY

This protocol 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 Wessex
HRH The Princess Royal
HRH The Countess Of Wessex**

1. Implementation of the protocol on hearing of the death

- a. Plans to mark a death should be implemented **only** after a formal announcement has been made. For example:

“It has been announced by Buckingham Palace/Downing Street that...”

- b. The **Mayor** has the authority to implement the Protocol in his/her absence the **Town Clerk**. MAYOR
TOWN CLERK
- c. The authorising officer will arrange for the Union flag to be lowered immediately, by contacting the **Town Ranger**. Books of condolence are to be opened **on the next working day**. TOWN RANGER

2. Flag flying

- a. On the formal announcement of death, flags are flown at **half-mast** until **08:00 on the morning following the state funeral**. If the death or the period of mourning falls on St Georges Day, the English flag should be replaced by the Union flag. TOWN RANGER
- b. For the Sovereign, the funeral will take place **10 days** after the day of death. For other senior members of the Royal Family, the funeral will take place **8 days** after the day of death. TOWN RANGER

- c. The day following the death of the Sovereign is known as **Proclamation Day** (the day when the new Sovereign is proclaimed). On this day, flags will be flown at **half-mast until 11:00.** TOWN RANGER
- d. Flags will be flown at **full-mast from 11:00 on Proclamation Day** to coincide with the Reading of the Principal Proclamation, **until 13:00 the day after** Proclamation Day. TOWN RANGER
- e. Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
- f. When flying a flag at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then lowered to the half-mast position.
- g. When the flag is lowered from half-mast, it should be raised to the top of the mast for a second before being lowered.
- h. When flying the Union flag at half-mast, other flags should also be flown at half-mast or not at all.
- i. Full details of the correct way to fly flags at half-mast can be found at www.flaginstitute.org
- j. Timescale for flag flying at half-mast:

SOVEREIGN											
Day of Death	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
	Proclamation day									Funeral	
1/2 mast after official announcement	Full mast from 11:00	Back to 1/2 mast at 13:00	Flags at 1/2 mast								Back to full mast at 08:00

SENIOR ROYAL MEMBER									
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Day of Death								Funeral	
Flags at 1/2 mast									Back to full mast at 08:00

3. Books of condolence

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| a. On the next working day following the death, a book of condolence will be placed in an appropriate place in the reception area of the Council Offices in Sawbridgeworth with a chair, black tablecloth, pens and a framed picture of the deceased. | TOWN RANGER |
| b. The book should be a loose leaf ring binder so pages can be re-ordered. The MAYOR and TOWN CLERK should be the first to sign the book . If this is not possible, the pages can be re-arranged before the book is closed. It also allows for the removal of offensive comments or defacing. | MAYOR
TOWN CLERK |
| c. The MAYOR will issue a statement via the Town Projects Manager, expressing the sadness of the Council and people of the district at the news of the death. The statement will confirm flags are to be flown at half-mast and will give details of the books of condolence. The statement will appear on the homepage of the Council's website, Facebook and Twitter together with a link to the Buckingham Palace e-book of condolence (www.royal.gov.uk). | TOWN PROJECTS
MANAGER |
| d. The Town Projects Manager will inform the local press of the message and the locations of the condolence books. | TOWN PROJECTS
MANAGER |
| e. The books of condolence will be closed at the end of the working day following the day of the funeral. | TOWN RANGER |
| f. The books should be placed in archive and a letter written to The Royal Family informing them of the location of the books. | TOWN PROJECTS
MANAGER |

4. Events during the period of mourning

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| a. From the day of death until the day after the funeral , careful thought should be given to the types of events and activities the MAYOR should host or attend. Some events may not fit with the mood of the nation and may need to be cancelled as a mark of respect. | TOWN PROJECTS
MANAGER |
| b. If the MAYOR wishes, a service of remembrance may be arranged to bring local people together on the eve of the funeral. | MAYOR |

5. Proclamation day (D+1)

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| a. The Proclamation will be made at St James's Palace at 11:00 (or 14:00 if a Sunday – to be confirmed). The Proclamation is then "cascaded." | |
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- b. It will be read at **The Royal Exchange** in the City of London at **12:00**.
- c. The Heralds travel to Belfast, Edinburgh and Cardiff to make the Proclamation the **day after proclamation in England (D+2)**.
- d. Once the Proclamations have been made as above, the High Sheriff will read the Proclamation at County level. The Lord Lieutenant will be present at that ceremony. **Mayors and Chairmen of Hertfordshire will be invited to attend.** MAYOR
- e. Once the Proclamation has been made at County level, it will be read at district level by the MAYOR at the flagpole at the Council Offices in Sawbridgeworth. MAYOR
- f. The MAYOR will be accompanied by the TOWN CLERK. Dark clothing to be worn together with black armbands and/or ties. MAYOR
TOWN CLERK
- g. **The time of the reading at the district level will be determined once the time of the reading at County level is known. It may be either on the same day (D+2), or the day after (D+3).** TOWN PROJECTS
MANAGER
- h. Arrangements should be made to tell the public in advance and invitations sent to Councillors, Appropriate Churches, Police and Crime Commissioner, a Deputy Lord Lieutenant, Chief Officers and Staff. TOWN PROJECTS
MANAGER
- i. Local Police will be informed of the reading. TOWN PROJECTS
MANAGER
- j. The Proclamation wording will be publicised on the Council's website, Facebook and Twitter. TOWN PROJECTS
MANAGER
- k. The wording of the Proclamation can be found on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privacy-council.org.uk).
- 6. Dress code:**
- a. While flags are at half mast, black ties/armbands should be worn by the **MAYOR** and **Officers**. MAYOR
OFFICERS
- b. **On the day of death, on the day of the funeral and when public mourning is observed**, The MAYOR's badge should be worn on a black ribbon. MAYOR
- 7. Marking a Silence**
- a. On the death of the Sovereign or other senior member of the MAYOR

Royal Family, there will be a two minute silence at **11:00 on the day of the funeral** led by the MAYOR at the flag pole at the Council Offices in Sawbridgeworth. Dark clothing to be worn together with black armbands and/or ties.

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| b. | Arrangements should be made to tell the public in advance and invitations sent to Councillors, appropriate Churches and the Police and Crime Commissioner, a Deputy Lord Lieutenant, Chief Officers and Staff. | TOWN PROJECTS
MANAGER |
| c. | The end of the silence will be marked by the MAYOR. | MAYOR |

8. Letters Of Condolence

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| a. | On the death of the Sovereign, a letter of condolence should be sent to the New Sovereign's Private Secretary asking for condolences to be passed to the New Sovereign. | TOWN PROJECTS
MANAGER |
| b. | On the death of a member of the Royal Family, a letter of condolence should be sent to the Private Secretary of the deceased asking for condolences to be passed to the next of kin and other members of the family. | TOWN PROJECTS
MANAGER |

9. Marking the Death of:

- The Prime Minister
 - The Member of Parliament for Hertford and Bishop Stortford
 - The Member of Parliament for North East Hertfordshire
 - A Serving Member of The Council
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| a. | Flags will fly at Half-Mast on the day of the announcement of the death. | TOWN RANGER |
| b. | Usual flag-flying arrangements will resume on the days between the announcement of death and the day of the funeral. | TOWN RANGER |
| c. | Flags will fly again at Half-Mast on the day of the funeral. | TOWN RANGER |
| d. | If possible, an e-book of condolence will be opened on the Council's website. | TOWN PROJECTS
MANAGER |

10. CONTACT DETAILS:

Mayor	Cllr David Royle	01279 832346 or 07765 104280
Town Clerk	Richard Bowran	01279 724537 or 07815 785120
Town Ranger	Steve Parrish	01279 724537 or 07881025162

Town Projects Manager	Joanne Sargant	01279 724537 or 07759 473700
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