
PLUMPTON PARISH COUNCIL

BRIDGE POLICY

This protocol sets out the action to be taken in the event of the death of a senior member¹ of the Royal Family.

1. Plans to mark a death should be implemented only when a formal announcement has been made (via the Press Association, BBC and placing of a notice to the gates of Buckingham Palace).

The timetable for the 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)

The Clerk will be the lead for this protocol, in liaison with Plumpton Parish Council, Plumpton Village Hall Committee. The following actions will be undertaken to mark the occasion:

- 1.1 A Book of Condolence will be opened on the 1st working day after the day of death in the Village Hall from 8.00 a.m. until 8.00 p.m. each day until the day after the funeral, it will be manned at all times by Parish Councillors/Clerk/VH Manager. The book will be loose leaf situated on a table covered with a black cloth with a supply of pens, a suitable photograph in a frame will be placed on the table with a small flower arrangement. Paper, hole-punched to fit in a loose leaf binder will be used to allow for pages to be re-ordered if required. Sheets shall also be provided to schools and other organisations. This will then be stored in Winchester Archives and a letter sent to the Private Secretary at Buckingham Palace to acknowledge this.
- 1.2 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 (book of condolences, church services, flowers and proclamations) will be added to the Council website until 8am D+11. The Chair of the Parish Council will prepare suitable wording which will be posted on the Council's website.
- 1.3 Councillors and officers will be provided with black armbands/ribbons/rosettes which may be worn during the mourning period.
- 1.4 Any events arranged by the Parish Council during the mourning period are subject to cancellation with a view to being rearranged. The Clerk and Chair shall determine what is appropriate.

¹ (sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Clerk and Chair)

- 1.5 A list of any changes in events and details on what the Parish Council will undertake during this period will be advertised on the website.
- 1.6 The date of the State Funeral will be a Public Holiday, unless the date falls on a Saturday.
- 1.7 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 form immediately after the local proclamation until 8am D+11 when it shall return to full mast.

Protocol is Subject to Annual Review.