



Edenbridge Town Council

Town Clerk: Caroline Leet



Adopted 12 October 2020

MOURNING PROTOCOL FOR MARKING THE DEATH OF SENIOR MEMBERS OF THE ROYAL FAMILY AND NATIONAL AND LOCAL ELECTED PERSONS

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1. Senior Members of the Royal Family and National and Local Elected Persons

1.1 This protocol sets out the actions to be taken by Edenbridge Town Council in the event of the death of any of the following persons:

Members of the Royal Family

- 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 Louis of Cambridge
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Princess Royal
- HRH The Duke of York
- HRH The Princesses of York
- HRH The Earl of Wessex
- HRH The Countess of Wessex
- HRH The Duke of Kent
- HRH Prince Michael of Kent
- HRH Princess Michael of Kent
- HRH Princess Alexandra

1.2 National and Local Elected Persons

- The Prime Minister
- The Member of Parliament for Tonbridge, Edenbridge and Malling
- A serving Member of Edenbridge Town Council

2. Introduction

- 2.1 This protocol has been produced from those issued by the National Association of Civic Officers (NACO) in the event following the official announcement or confirmation of death of the Sovereign, other senior members of the Royal Family and senior public officials who are named in 1.1.
- 2.2 Operation London Bridge is the government's code name given to the passing of Queen Elizabeth the Second and is covered in this policy (section 3)
- 2.3 Sevenoaks District Council (SDC) has its own mourning Protocol which will be implemented and authorised by the Chief Executive or in his / her absence by the deputy Chief Executive
- 2.4 This protocol will be implemented following the official announcement or confirmation by the Town Clerk, after consultation with the Chairman of the Town Council
- 2.5 The protocol may be adapted for use to mark the death of another prominent national or local figure, or following an incident which has led to one or more deaths and which has had an impact on local residents
- 2.6 Should there be any Council events during the mourning period, these will need to be cancelled
- 2.7 The only event which will be allowed is the Remembrance Sunday service; Council representation to this will be accepted. However, any other commemoration events will be cancelled
- 2.8 Church Services, each Diocese will issue information on this and arrange a civic service. Details will be displayed on the Council's website
- 2.9 The day of the State Funeral will be a Public Holiday, unless D10 falls on a Sunday

3. H.M. THE QUEEN H.R.H

- 3.1 Following the official formal announcement from Buckingham Palace, a period of 10 days state mourning will follow. D-Day is the date of death, and D10 the date the full state funeral, which will take place in Westminster Abbey. If D10 falls on a Sunday, then the funeral will be on D11 Monday
- 3.2 The Council's website will carry a message of condolence for the 10 day period
- 3.3 The National Proclamation will be read in London at St James Palace and the Royal Exchange at 11:00hrs; (further details see section 4, Proclamation)

3.4 A designated area for flowers will be located at Doggetts Barn Courtyard. Flowers should ideally be open and not wrapped or in cellophane. They will be removed on D11

3.5 The Town Council's Book of Condolence will be available Doggetts Barn, 72 A High Street, Edenbridge Monday to Friday. The times will be published on the Council's website

4. OTHER SENIOR ROYAL FIGURES

4.1 For the death of HRH Duke of Edinburgh, a similar process will be followed to that of H.M. The Queen HRH

4.2 On the day following the announcement of the death of Senior Royals a Book of Condolence will be available at Sevenoaks District Council Monday to Friday (office hours). They will remain open until the close of the Council offices on the day of the funeral.

4.3 If the Town Council opens a Book of Condolence this will be available Doggetts Barn, 72 A High Street, Edenbridge Monday to Friday. The times will be published on the Council's website.

4.4 Mourning periods for other senior members of the Royal Family will be fewer, usually eight days (D-8)

5. PROCLAMATION DAY SCHEDULE

5.1 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-Day Formal announcement from Buckingham Palace / Downing Street

The Union Flags to Half Mast (immediately)

D + 1 The Proclamation will be made at St James's Palace at 11:00hrs (or 14:00hrs 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

Flags to be flown at Mast Head

Arrangements to read Proclamation in Kent by High Sheriff of Kent

D + 2 12:00noon, it will be read: in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and then at Parish level. High Sheriffs will read the

Proclamation at County level along with Lord-Lieutenants. Most High Sheriffs are expected to make their readings at 14:00hrs

15:00hrs Sevenoaks District Council – The Chairman of the Council Reading of the Proclamation

15:00hrs Edenbridge Town Council – The Chairman of the Town Council Reading of the Proclamation by the Flagpole, High Street, Edenbridge

Town Council Flags having been at Full Mast D-1 are then lowered to Half Mast immediately following the proclamation

6. MARKING SILENCE

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

7. BOOKS OF CONDOLENCE

- 7.1 On the first working day following the death of the Queen, the Town Council will open a Book of Condolence. The Book will be placed in the Council's Meeting Room, and the Town Clerk will arrange for volunteers from the Council and community to be in attendance to assist those signing
- 7.2 On the death of any other person included in the list above, the Town Clerk will discuss with the Chairman of the Council whether a Book of Condolence should be opened
- 7.3 A table and chair will be set up for the Book of Condolence in a quiet place to afford those signing privacy and quiet reflection (Doggetts Barn or Rickards Hall). The Town Council will supply loose-leaf black folders and black-edged paper, pens, a black tablecloth and a framed photo of the deceased
- 7.4 Books of Condolence must not be left unattended whilst available to the public. Volunteers and staff will ensure that adequate sheets of paper are available and will discretely remove any pages that have been defaced or include offensive or questionable comments pending a decision as to whether they should be included in the book. Members of the Town Council and the Town Clerk should be the first to sign the book, but if this is not possible the pages can be reordered before the book is closed
- 7.5 Books of Condolence will be closed at the end of the working day following the day of the funeral. Books of Condolence for members of the Royal Family will be bound and retained as part of the Town Council's archive. Books of Condolence for other deceased persons will be sent to the next of kin, if considered appropriate, or kept as part of the Town Council's archive.

8. TOWN COUNCIL STATEMENT

- 8.1 The Chairman of the Town Council will issue a statement via the Town Clerk expressing the sadness of the Council and community of Edenbridge at the news of the death. The statement will be placed on the Home Page of the Council's website and on the Council's noticeboards and Facebook page until after the funeral
- 8.2 The statement will give details of Books of Condolence and will provide information about any online Books of Condolence on the Royal website. It will also advise about any local or national events arranged to mark the death.

9. DRESS CODE

- 9.1 A view will be taken locally on what is the correct dress in the event of the death of a senior national figure – appropriate mourning wear is expected. Whilst flags are at half-mast, it will be appropriate for black ties, ribbons and arm bands to be worn by Town Council members and all employees. Please note; the black arm bands are for Members of Council and staff. *An adequate supply of these items will be available from the Council Offices*
- 9.2 During the public mourning period when the Chain of Office is worn. A small black bag or purse will fit over the jewel, so that only the chain is seen.

10. COUNCIL MEETINGS AND EVENTS

- 10.1 In the event the Town Council has any Council meetings scheduled during the 10 day mourning period, these will be cancelled and rescheduled to after the mourning period
- 10.2 From the day of death until after the funeral, careful thought will be given to the type of events and activities which the Town Council hosts or Members attend
- 10.3 Pre-planned social events such as lunches, dinners or receptions may be cancelled or postponed as a mark of respect

11. FOR OTHER SENIOR OFFICIALS (named in section 1)

- 11.1 Following the formal announcement of the death of a Senior Official, the Town Council will liaise with other bodies and authorities where relevant and provide information on its website

12. LETTERS OF CONDOLENCE

The Town Clerk will send a Letter of Condolence on behalf of Edenbridge Town Council. It will include details as to whether a Book of Condolence has been opened and how it is to be retained

12.1 In the case of the death of a member of the Royal Family, the Letter of Condolence will be sent on the day after the funeral to the private secretary of the deceased. In the case of the death of the Queen, the Letter will be sent to the new Sovereign's private secretary

12.2 In the case of the death of the Prime Minister, the Member of Parliament of Tonbridge, Edenbridge and Malling or a serving Member of the Town Council, the Letter of Condolence will be sent to the next of kin

12.3 Past serving Chairmen and Members will be decided by the current Chairman on a case by case

13. FLYING FLAGS AT HALF-MAST

13.1 Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport. Information is also carried on the website of the Flag Institute (www.flaginstitute.org).

13.2 When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning

13.3 The designated persons to raise and lower the flag will be: Chairman, Vice-Chairman or Head Groundsman

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

READING OF THE PROCLAMATION

Form of Words

The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St James's Palace on D+1, and that is probably the easiest way to get a copy for reading on D+2.

Suggested Words for the Ceremony held at the Flag Pole

For the Chairman:

"We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest service Monarch. But the basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Edenbridge and the beginning of our new King's reign. Yesterday, the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death are raised briefly to their full height to mark the start of His Majesty's reign. The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Kent discharged earlier this afternoon and with my humble duty I now read the Proclamation to the people of Edenbridge. Ladies and Gentlemen, the Proclamation of the Accession."

READS THE PROCLAMATION

At the end of the Proclamation, the Chairman will say "God Save the King."

Official guests will repeat "God Save the King."

All present join in saying "God Save the King."

The band (if there is one present) will play one verse of the National Anthem.

Finally, the Chairman will call for three cheers for His Majesty the King.

Flow Chart

D-1 Proclamation (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 11:00hrs – be raised to full mast and flown throughout the day at full mast

D-2 (following the Proclamation) the flag will return to half-mast at 13:00hrs/or after the Chairman's Proclamation

For the sovereign and all other members of the Royal Family identified on the list, flags would fly at half-mast until 08:00hrs of the day of the funeral

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

TO: Private Secretary of new Sovereign

Dear

It is with great sadness that I write to pass on thoughts and prayers from Members of Edenbridge Town Council to the Royal Family in memory of Her Majesty Queen Elizabeth II.

The Queen was a truly incredible Monarch of our country and demonstrated extraordinary dedication and commitment to duty throughout her Reign. She provided great leadership and continuity for over 65 years, and was admired and loved all over the world.

The citizens of Edenbridge will be united with the nation, during this period of mourning to mourn the loss of our remarkable Queen, and whilst we may not have known her personally she is held affectionately in our hearts.

Please pass the condolences of the Town Council to HM King A Book of Condolence has been opened and will be retained in local archives in due course.

Yours sincerely

Chairman of Edenbridge Town Council