

## MARKING THE DEATH OF A SENIOR NATIONAL FIGURE

### Flag Flying

On receiving the formal announcement by Buckingham Palace or Downing Street of the death of a Senior National Figure the Parish Clerk authorises the Union Flag outside the Parish Council office to be lowered to half-mast immediately until 0800 hours on the morning following the Funeral

### Announcements

Sileby Parish Council will make the following announcement on notice boards and on the council website: -

- ❖ Invitation to councillors and public to hear the Proclamation
- ❖ Day and time of Proclamation
- ❖ Location of Proclamation – War Memorial, Memorial Park, Seagrave Road
- ❖ Opportunity for members of the public to lay flowers at the War Memorial
- ❖ Location of the Book of Condolence

### Proclamation Day

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). The Proclamation will be as follows: -

- Proclamation Day 11.00 St James's Palace
  - Proclamation Day 12.30 Edinburgh, Cardiff and Belfast
  - Once these have been read out the Proclamation can be read at County, City and Parish level
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- ❖ The Proclamation will be made at the War Memorial, Memorial Park, Seagrave Road, Sileby
  - ❖ The Chairman of Sileby Parish Council will read the Proclamation after 1.30 pm on Proclamation Day
  - ❖ The wording of the Proclamation will be taken from the Buckingham Palace website ([www.royal.gov.uk](http://www.royal.gov.uk))

### Laying of Flowers

- Sileby Parish Council will request that all packaging/wrapping is removed from the flowers
- Some flexibility on timing of removal to be given to weather conditions and decision to remove flowers to be done with great sensitivity

### **Book of Condolence**

- ❖ Sileby Parish Council will have a Book of Condolence at the Community Centre in the Wesleyan Room where a table will be covered with a black suitable cloth, supply of pens and a small flower arrangement to be placed next to the Book of Condolence
- ❖ The Book of Condolence will be opened on the first working day after the death
- ❖ The Book of Condolence will be a loose ring binder to allow for pages to be inserted and taken out if inappropriate comments are made
- ❖ Any pages removed need to be authorised by the Clerk to the Council and the Chairman
- ❖ Any online comments to Facebook/Community Page, or by email, will be added to the Book of Condolence
- ❖ The link to the Buckingham Palace e-book of condolence ([www.royal.gov.uk](http://www.royal.gov.uk)) will be added to the Sileby Parish Council website and Facebook Page
- ❖ The Book of Condolence will be closed on the day following the day of the funeral (ie if the funeral falls on a Thursday, books should close at 5.00 pm on the Friday)
- ❖ The Book of Condolence will be part of the Parish Council's archives

### **Letters of Condolence**

- A letter of condolence will be sent to the new Sovereign's Private Secretary (in the case of the Sovereign's death) and the Private Secretary of the deceased (for other senior members of the Royal Family).

### **Marking a Silence**

- On the death of the Sovereign or other senior member of the Royal Family the Chairman will hold a two minutes silence at the Parish Council meeting following the death of the Sovereign or other senior member of the Royal Family

### **Cancellation/postponement of Existing Planned Events**

- ✓ Any Sileby Parish Council events which coincide with the death and State Funeral will need to be reconsidered

**\*If for any reason the Chairman is not available the Deputy Chairman will stand in**