



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

### Introduction

East Wittering & Bracklesham Parish Council recognises that a formal procedure is required to manage the occurrence of the death of a senior royal.

Guidance has been made available from the National Association of Civic Officers (May 2019) for the procedure to follow upon the death of the Sovereign and other senior members of the Royal Family.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

This procedure should be implemented by the Clerk & Executive Officer or in his/her absence, the Deputy Parish Clerk or Chairman in liaison with the Church of St Anne's.

In the event of a death, this policy and procedure will be placed on notice boards in the Parish including outside St Anne's Church.

### When the Policy is to be used

This Policy should be used in the event of the death of:

HM The Queen  
HRH the Prince of Wales  
HRH the Duchess of Cornwall  
HRH the Duke of Cambridge  
HRH the Duchess of Cambridge

### Implementation of the Policy on hearing of the death

East Wittering & Bracklesham's mourning protocol will be implemented on **the formal announcement by Buckingham Palace / Downing Street** of the death of any one of those persons named above.

Implementation will be authorised by the Clerk & Executive Officer or in their absence, the Deputy Parish Clerk or Chairman in liaison with the PCC of St Anne's.

### Flying the Flag

Once a formal announcement has been received, Union flags will be immediately flown at half-mast at the war memorial.



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

### **Flying the Flag on Proclamation Day (D + 1) following the death of the Sovereign**

**On Proclamation Day (D + 1)** (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will at 11.00 hours be raised to full mast and flown throughout the day at full mast.

On the day following Proclamation Day (D + 2) the flag will be returned to half-mast at 1300 hours.

If the death occurs late in the day arrangements for the ceremonial matters on D + 1 may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace / Downing Street.

### **Flying the Flag on Subsequent Days**

Following the death of the Sovereign or other members of the Royal Family identified on page 2, the flag will continue to fly at half-mast until 0800 hours on the morning following the funeral.

### **Book of Condolence**

On the first working day following the announcement of the death of the Sovereign, HRH the Prince of Wales or HRH the Duchess of Cornwall, a Book of Condolence will be opened in the Parish.

Consideration will be given at the time whether Books of Condolence should be opened for other members of the Royal Family.

Book of Condolence will be open for signing from 0900 hours – 1700 hours 7 days per week and will remain open until 1700 on the day following the funeral. It will be available in St Anne's Church during the hours mentioned above and in the Parish Council Offices Monday – Friday during normal working hours.

When the Book of Condolence has been closed, the Clerk & Executive Officer / Deputy Parish Clerk will make arrangements for the final version to be lodged in the local archives at Chichester.

### **Day of the Funeral of the Sovereign (D + 10)**



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The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11). Other events which may also mean that the date of the funeral will change e.g. if it would clash with Christmas, Easter or Remembrance Day.

On the death of the Sovereign there will be a two-minute silence at 1100 hours on the day of the funeral.

A toll of the bells will be rung at the Church. The recommendation is one ring for each year of the Sovereign's life with an 8 second gap between each toll.

### **Focal Point for Grief**

Upon the death of a member of the Royal Family, members of the public may wish to visit a designated area at the War Memorial as a focal point for grief. This will allow the laying of flowers and other tributes as well as to reflection and remembrance.

Tributes will be carefully removed within one week after the state funeral. On removal the tributes will be composted. Other tributes will be disposed of sensitively and appropriately.

### **Events During the Period of Mourning**

Councillors will be informed in advance that a Parish Council meeting held during the mourning period will commence with a 2 minute silence.

### **Public Observance of Silence**

For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

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

### **East Wittering & Bracklesham Parish Council website**

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 (condolence books, church services, flowers and proclamations) will added to the Parish Council website until 8am D+11.

### **Letter of Condolence from East Wittering & Bracklesham Parish Council**

As soon as practical, a letter of condolence will be finalised for signature by the Chairman. See Appendix A.



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### **Tree of Remembrance**

East Wittering & Bracklesham Parish Council will plant a suitable tree in remembrance of the Sovereign. The type of tree and its location will be determined at the time.

Date policy adopted: 11/11/21

Minute reference: 21.141

Next review: November 2022



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### **Appendix A**

#### **Letter of condolence to Buckingham Palace on death of HM the Queen**

FAO: Private Secretary of new Sovereign

Dear Sir/Madam

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away, the thoughts of the citizens of East Wittering & Bracklesham are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21<sup>st</sup> century, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the deepest condolences of the residents of both the civic Parish of East Wittering & Bracklesham and the St Anne's Parish to HM King Charles III. A Book of Condolence has been opened and will be retained in local archives in due course.

Yours faithfully

Chair East Wittering & Bracklesham Parish Council  
For and on behalf of all citizens of East Wittering & Bracklesham Parish