

Drayton St Leonard

Marking the Death of a Senior National Figure

1. Introduction

This procedure is for marking the death of any prominent national or local figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

The King will be given a State Funeral.

The Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation within their County and will work closely with the County Lord-Lieutenant.

The day of the death of the Sovereign will be known as D-Day, then D+1, D+2 etc., through the ten days of national Mourning. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

2. Announcement/Flag flying

As there is no flag pole on the Church it will not be possible to fly a flag. However, if there were, it should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral, apart from Proclamation Day when it will be raised.

3. Book of Condolence

The Parish Council will provide the paper for the Book of Condolence, and it will be available in St Leonard and St Catherine's Church where a good-size table covered with a suitable cloth, a chair and a supply of pens will be provided. If a suitable photograph is available, that may be in a frame on the table, or a small flower arrangement could be provided.

The Book of Condolence should be closed at the end of the day following the day of the funeral and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent, once bound, to the County Archive in Oxford.

The Church may also wish to hold a service or have volunteers available in church while the Book of Condolence is available.

Buckingham Palace will have an online book of condolence available which will close at 5pm on the day after the funeral. Links for the online book of condolence will be available through the Parish Council website.

4. Events and Activities

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place. The question 'why is it really

necessary and appropriate for this event to go ahead' should be considered. For instance, if the Village Fete or Village Fireworks were to be due to take place during the time of mourning, it may not be appropriate, but it might be possible to hold the Parish Council meeting with an appropriate period of silence at the start.

In the case of the Sovereign, the Parish Clerk in consultation with the Chairman will cancel/postpone Council meetings or Council organised events due to be held during the national mourning period.

Church Services & Bellringing Clerk and Chairman to liaise with Vicar of St Leonard & St Catherine Church about Church Services. Parish Councillor's will send details of any services being held in the Parish.

5. Dress Code

Councillors will be encouraged to dress soberly on official business.

6. Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary as appropriate.

7. Websites

The home page of the Parish Council website will be overwritten with a black page carrying a portrait of the Monarch together with appropriate wording.

8. Further Reference

Additional information can be found in the National Association of Civic Officers Guidance.

Previously adopted at a Parish Council Meeting on 20 January 2022 (Minute reference 90/21) to be reviewed in four years or sooner should the Council wish or legislation dictate.