



SHEPTON MALLET TOWN COUNCIL

DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

Policy Reference Number: 1906

AUTHOR: Town Clerk

RESPONSIBILITY: Policy and Resources Committee

GRADE: Three – Low

DATE ADOPTED: 19th March 2019

REVIEW DATE: As required – every 4 years

AMENDMENTS:

1.0 INTRODUCTION

1.1 There will be a national period of mourning, in the event of the death of senior member of the Royal Family or a Prime Minister or a former Prime Minister. This protocol includes announcements, silences, flag flying and books of condolence.

2.0 TIMELINE AND FLAG FLYING

2.1 There are three significant days: the day of the death (D Day) Proclamation Day (D + 1 day) (if the sovereign has died) and the funeral day.

2.2 When the news of the death of a senior national figure is received the union flag is to be raised immediately and lowered to half-mast.

2.3 In the event of the **death of the sovereign only**, this day is followed by Proclamation Day (to proclaim the new sovereign) when the Union Flag will be flown at full mast from 1300 to 0800 the following day and then lowered to half-mast until 0800 on the day of the funeral.

2.4 For the death of another senior royal or other the union flag would remain at half-mast for the duration of the period of mourning, until 0800 on the funeral day. A sovereign's funeral will take place on day 10, others might be sooner.

2.5 On Proclamation Day the Somerset Proclamation will be read in Taunton. The following day Mendip District Council will lead on the reading of the Proclamation on the Accession of a new Sovereign and the Public Observance of a Two Minute Silence at the SHAPE site at 1600 hrs.

2.6 Town Councillors will be invited to attend. If Councillors do attend suitable black formal attire needs to be worn, along with black arm bands. The Chairman's chain of office must not be worn, instead the badge of office will be fixed to a black ribbon.

3.0 BOOKS OF CONDOLENCE

3.1 Books of Condolence are opened for the four senior royals and a decision will be made regarding other members of the family at the time of death. Mendip District Council will open a book of Condolence at SHAPE.

3.2 Shepton Mallet Town Council will direct residents to its own book which will be hosted in St Peters and St Pauls Parish Church.

4.0 COMMUNICATION

4.1 The officers will have a list of contacts for raising and lowering the union flag appropriately. Social media will be suspended other than to announce the death. Events will have to be considered depending on who has died and the national mood.

4.2 In the event of a death the Town Clerk will email councillors on what needs to happen and so councillors will be requested to check their emails. The website and social media will be used to inform residents of what the council is doing and where a book of condolence can be found. The Town Clerk will liaise with the District Council for updates as appropriate

4.3 Office staff have the appropriate phone numbers of ID Verde who will fly the flag. The Town Clerk is able to contact staff immediately to ensure that social media and the website is updated immediately.