FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL Telephone 01367 240281

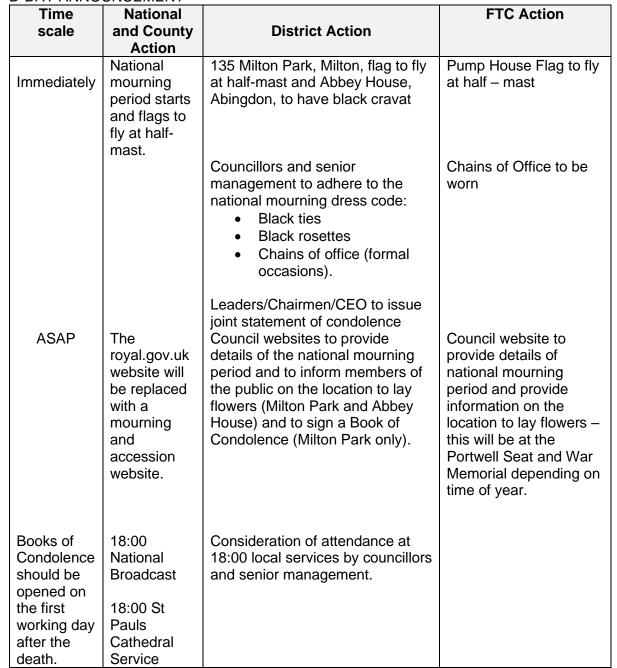
www.faringdontowncouncil.gov.uk

Clerk: Sally Thurston



Timeline and responsibilities

D-DAY ANNOUNCEMENT





D-DAY + 1 PROCLAMATION DAY

Time scale	National and County Action	District Action	FTC Action
33413	Accession Council		Pump House Flag to fly at half – mast
11:00	Reading of the Principal Proclamation at St James's Palace. If Sunday it MAY be at 14:00	Flags (Milton Park and Abbey House) raised to full mast at 11:00 D+1 until 13:00 D+2, when they will be returned to half- mast.	
12:00	Reading of the Proclamation at the Royal Exchange in the City of London.	Council websites reflect the Proclamation and to include online link to Buckingham Palace e-Book of Condolence.	Link to VWHDC website
Work day only	Books of Condolence should be opened on the first working day after the death.	Opening of district Books of Condolence at Milton Park during office hours. Each table to be presided over by democratic services, and facilities management to support stewarding.	Books of condolence to be opened in the Town Council Offices in June Rennie Room. Publicise on website and to FTC mailing list,

D-DAY + 2 COUNTY/ DISTRICT PROCLAMATION

Time	National and	District Action	FTC Action
scale	County Action	District Action	
12:00	At noon the Proclamation will be read in Edinburgh, Cardiff and Belfast.		
12:05	At 12:05 HS with LL in attendance to read Proclamation at county level.		
13:00		Flags (Milton Park and Abbey House) returned to half-mast until 08:00 on the day following the funeral.	Pump House Flag to flown at half mast until 8.00 on the day following the funeral.
13.30		Copy of the Proclamation to be obtained from the High Sheriff; Buckingham Palace website	

	www.royal.gov.uk or the Privy Council website www.privy-council.org.uk. Proclamation cascaded to officers, partners and town and parishes.	
14:00	At 14:00 Chairmen to read the Proclamation at district level at Milton Park. Invite HS and LL if they live within the district, town councils and mayors.	

D-DAY + 5 TO +7 LYING IN STATE: SENIOR FIGURE D-DAY + 5 TO +9 LYING IN STATE: H.M. THE QUEEN

Time scale	National and County Action	District Action
		Request notification of any local public services in the districts and communicate as appropriate.
		Consideration of attendance by councillors and senior management at local services.

D-DAY + 8 STATE FUNERAL: SENIOR FIGURE D-DAY + 10 STATE FUNERAL: H.M. THE QUEEN

Time scale	National and County Action	District Action	FTC Action
	Funeral service at Westminster Abbey, LL to attend.		
11:00	National two minute silence	Day of Funeral (D+8 or D+10) national two minute silence at 11:00 to be observed at all council premises	Day of Funeral (D+8 or D+10) two minute silence at 11.00 to be observed at FTC offices.
17:00		Books of Condolence to be closed 17:00 on the day following the day of the funeral. Assurance team to bind and store in local archives.	Book of Condolence to be closed at 17.00 on the day following the day of the funeral. Books to be archived.

Flowers to be removed and disposed of on FTC allotment compost site.

APPENDIX 1: Flying flags at half mast

Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a black mourning cravat can be used instead; a black cravat or ribbon to the top of the flag, at the hoist.

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

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.

Half mast





mast

Mourning cravat

