

FARINGDON TOWN COUNCIL

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 Clerk: Sally Thurston



Protocol for marking the death of a senior figure

Timeline and responsibilities

D-DAY ANNOUNCEMENT

Time scale	National and County Action	District Action	FTC Action
Immediately	National mourning period starts and flags to fly at half-mast.	135 Milton Park, Milton, flag to fly at half-mast and Abbey House, Abingdon, to have black cravat Councillors and senior management to adhere to the national mourning dress code: <ul style="list-style-type: none"> • Black ties • Black rosettes • Chains of office (formal occasions). 	Pump House Flag to fly at half-mast Chains of Office to be worn
ASAP	The royal.gov.uk website will be replaced with a mourning and accession website.	Leaders/Chairmen/CEO to issue joint statement of condolence. Council websites to provide details of the national mourning period and to inform members of the public on the location to lay flowers (Milton Park and Abbey House) and to sign a Book of Condolence (Milton Park only).	Council website to provide details of national mourning period and provide information on the location to lay flowers – this will be at the Portwell Seat and War Memorial depending on time of year.
Books of Condolence should be opened on the first working day after the death.	18:00 National Broadcast 18:00 St Paul's Cathedral Service	Consideration of attendance at 18:00 local services by councillors and senior management.	

D-DAY + 1 PROCLAMATION DAY

Time scale	National and County Action	District Action	FTC Action
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11:00	Accession Council 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.	Pump House Flag to fly at 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 on-line 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 scale	National and County Action	District Action	FTC 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 08.00 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.privycouncil.org.uk . Proclamation	

14:00		<p>cascaded to officers, partners and town and parishes.</p> <p>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.</p>	
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D-DAY + 5 TO +7 LYING IN STATE: SENIOR FIGURE

D-DAY + 5 TO +9 LYING IN STATE: H.M. THE KING

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

D-DAY + 8 STATE FUNERAL: SENIOR FIGURE

D-DAY + 10 STATE FUNERAL: H.M. THE KING

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

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



A Stand of Flags at Full-mast



The Same Stand at Half-mast

Mourning cravat

