

GAYDON PARISH COUNCIL

Marking the death of the Monarch.

Part 1a – Implementation of protocol

Wait for a definite announcement e.g., Buckingham Palace or Downing Street NOT social media.

Lowering flags to half-mast = immediate / simple gesture of respect

Flag to be at half-mast until 0800hrs on the morning after the funeral – except for Proclamation Day, see part 2.

The union jack should be flown correctly - In the upper corner of the flag nearest the flagpole, the wider diagonal white stripe should be above the red diagonal stripe. See image below.

Sourced from <https://www.college-of-arms.gov.uk/resources/union-flag-faqs#:~:text=Flag%20be%20flown%3F-,A.,the%20flag%20is%20upside%2Ddown>



Pause

Wait for announcements from Palace / Downing Street to ensure next steps reflect wishes of the Royal family e.g., books of condolence, messages on websites.

Part 1b Consider writing an initial communication to local residents which may contain the following

You will have heard sad news about XX, here's what we are about to doInclude, if relevant, whether any upcoming events will or will not go ahead. If event does go ahead, consider dress code. If not sure about an event going ahead, advise further update will follow in due course.

Include information on books of condolence and how to access / where they are located if known.

Part 2 – Flag Flying

Flags should go to half-mast on the announcement of the death

Check official guidance on www.gov.uk after flag has been lowered to half-mast.

D in this context refers to the Date of death

D Day = Flags at Half Mast

D+1 = Flags at Half Mast until 11am

D+1 = At 11am Flags flown at Full Mast for the Proclamation

D+2 = At 1pm Flags return to Half Mast- unless Local Proclamation – see part 7 for Gaydon village

D+2 = Local Proclamation then Flags return to Half Mast

D+3 until D+11 = At 8.00am day following Funeral Flags return to Full Mast or are removed

Proclamation Day = day when the new sovereign is proclaimed, likely to be the day after death, may slip depending on timing of announcement of death, for example if this is in the evening.

Proclamation Day = flag to be raised to full mast at 1100hrs until 1300hrs the following day

At 1300hrs on the day after Proclamation Day, flag to return to half-mast.

Flag lowered on the day after the funeral at 08.00hrs

Part 4 – Local events during period of mourning

PLEASE NOTE - National mourning is different to royal mourning.

A local 'event' could be an opportunity for people to come together after the death announcement.
Should arrangements in place to gather to mark the keeping of a National Silence – where should this be ?

Part 5 – Cancellation of existing planned events

From day of death until the day after the funeral, consider types of events and activities which are happening in the parish depending on mood of the nation.

Please note cancelled events are not covered by the insurance for specific events individual event insurance would need to be taken out

Part 6 – Dos and don'ts

PLEASE NOTE - National mourning is different to royal mourning.

No council agendas to be issued in the period of national mourning – meetings effected will need rescheduling.

Picture of the Monarch in the village hall to have black ribbon across the corner of the picture.

Where / who will keep this before it is needed ?

A new picture of the monarch to be sourced in time, official images of the monarch come from Michael O'Keefe, mike@royalimages.co.uk

Part 7 - Proclamation Day

Proclamation Day = day when the new sovereign is proclaimed, likely to be the day after death, may slip depending on timing of announcement of death, for example if this is in the evening hence the " ? "in the below timings.

For Gaydon village this would be D+2 in the evening. Can be read by Chair of Parish council or Clerk.

D+2? County ceremony, where a proclamation may be made, at 13.00.

D+2? Cities, Boroughs and Districts ceremony, where a proclamation may be made, during the afternoon.

D+2? Towns and Parishes ceremony, where a proclamation may be made, in the early evening.

Location is the village green as this is a central point where people can gather.

Part 8 – Social media and Website

Check www.gov.uk for up to date / accurate information and consistency of message.

Signpost to links where people can see how the death is being marked.

The home page should be overwritten with a black page carrying a portrait of the Monarch and associated tables below to the Council's home page and other tabs required during the period of mourning. Links to online book of condolence.

APPENDIX A Working Members of the Royal Family

1. H.M. The King
2. H.M. The Queen
3. H.R.H. The Prince of Wales
4. H.R.H. The Princess of Wales
5. H.R.H. The Princess Royal
6. H.R.H. The Duke of Edinburgh
7. H.R.H. The Duchess of Edinburgh
8. H.R.H. The Duke of Gloucester
9. H.R.H. The Duchess of Gloucester
10. H.R.H. The Duke of Kent
11. H.R.H. Princess Alexandra,

Names of people in the list sourced from the National Association of Civic Officers guidance issued in July 2024

To be reviewed on bi-annually or following the death of a working member of the Royal family.