

# Kings Hill Parish Council

## Operation Menai Bridge Protocol

**Adopted by Full Council: 14 December 2023**

Kings Hill Parish Council may wish to mark the Death of the Sovereign or senior Member of the Royal Family and would take guidance and recommendations from KALC / NALC.

The following protocol sets out the action to be taken in the event of the death of H.M. The King (Operation Menai Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace.

The Clerk will be the lead in this protocol with the following actions undertaken to mark the occasion:

### **1. Words of Condolence**

#### **1.1 Suggested words as follows:**

Kings Hill Parish Council has, with great sadness, received an announcement from the "XXX", regarding the passing of "XXX" on "Date". The Parish Council joins the nation in expressing its deep sadness at this time, as we remember with affection and gratitude the lifetime of service given by "XXX". Our thoughts are with "XXX". The funeral will be broadcast, including a minute's silence at "XXX" on "Date". The National Book of Condolence is available at "XXX" and will be closed at "Date and Time" Words to be shared on the Website and social media after official announcement is made (as soon as possible, however resource dependent).

#### **1.2 Letter of Condolence**

A letter of condolence will be sent by the Chairman on behalf of Kings Hill Parish Council.

### **2. Council Services**

2.1 During the Period of Mourning From the day of the death until the day after the Funeral, careful thought will be given regarding postponement or cancellation of events including Scheduled Parish Council Meetings. This will be a local decision and will be agreed with the Clerk and Chairman.

2.2 Council business will continue as usual but with respect and grief. Some events may continue, however notice of meetings may not be given during periods of National Mourning and per Standing Orders. The Clerk shall determine what is appropriate in consultation with the Chairman.

### **3. Website**

After the Official Announcement KHPC will activate a black homepage\*, featuring a photo as provided by Buckingham palace, of the deceased, their birth and death years and links to the main website and information on local tributes (condolence books, any religious services or gatherings, location for

laying of flowers and proclamations) will be added to the Council website until 8am D+11. A message from the Chairman will be published.

\*This service is agreed with Gel Creative (website provider) and will be activated on the Clerks request (for The King only currently).

**4. Book of Condolence**

- KHPC will direct residents to the online Book of condolence, and this will be linked via our website.
- A local book of condolence will be opened at the Kings Hill Community Centre
- The Book of Condolence will be closed on D+9 to allow for the State Funeral. The book of condolence will then be stored in MBC archives

**5. Flowers**

KHPC would take guidance from Buckingham Palace or the Government regarding flowers but would encourage residents who wished to lay flowers place them at the War Memorial with the following stipulations:

- All plastic wrap removed.
- Flowers will be collected and composted at the end of the Mourning Period (day after funeral, resource dependant).
- The Parish Council reserves the right to move floral tributes to an alternative location if the War Memorial area becomes overcrowded.
- Flowers past their best will also be removed during the period on National Mourning.
- Tribute cards will be collected and placed with the Book of Condolence.

**6. Flag Flying**

On the formal announcement of the death, KHEM will be asked to lower the Union Flags to half-mast until the morning after the funeral. Due to resource if may not be possible to lower and re-raise the flag on Proclamation Day (to be decided by Clerk)

**7. The timetable for national mourning is expected to be:**

D Day Date of Death

D+1\* Proclamation Day (London)

D+X Middle Sunday Civic Service

D+4-6 to D+9 Lying in State

D+10 Date of Funeral

**8. Public Gathering**

A public gathering shall be arranged by the Kings Hill War Memorial on the Day of the State Funeral by the Parish Council in conjunction with the Mission Leader of St Gabriel's. In the event that St Gabriel's arranges a service at an available venue this to be publicised by the Parish Council on it's website.

**9. Protocol Enactment**

- This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Clerk and only when a formal announcement has been made (via the Press Association, BBC and placing a notice to the gates of Buckingham Palace).
- The Clerk shall be responsible for enacting the protocol.