



MANNINGTREE TOWN COUNCIL

Protocol for Marking the Death of a Senior Member of the British Monarchy

1. This protocol set outs the action in the event of the death of the following Senior Royals:
HM King Charles III (OP LONDON BRIDGE)
HM Queen Camilla
HRH Prince William of Wales (OP MENAI BRIDGE)
HRH Princess Catherine of Wales (OP MENAI BRIDGE 1)

2.

10 Days of Official National Mourning:

D Day Date of Death

D Day + 1 Proclamation of Death (London)

Sovereign Only

D Day + 2 Proclamation of Death Sovereign Only

D Day + ? Middle day – Civic Services only

D Day 4 to 6 + 9 Lying in State

D Day + 10 Day of Funeral

D Day + 11 Period of official mourning ends

Day of Death: depending of time of announcement:

3.

Suitable words composed by the Chair to be displayed on the website and to agree the home page of the website should be overwritten with a black page carrying a portrait of the Senior Royal with a tab link to the normal home page.

- Notice about the times/location of book of Condolence to be added to website.
- Review diary of events/meetings and Clerk to assess with Chair whether any should be postponed/cancelled.

4.

D Day + 1

- Book of Condolence (loose leafed) available on table at suitable locations covered in a black tablecloth. Photograph of the Queen to be surrounded with black ribbon
- Online Book of Condolence made available
- Letter of Condolence to be sent to next of kin.

5.

D Day + 2:

- Consider holding a Proclamation event (at/after 4pm).

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Mayor reads a Proclamation, and all residents are invited.

6.

Book of condolence available.

7.

Civic service in local church (middle Sunday of the mourning period).

Representatives from the Parish Council to attend.

8.

D Day 4-9:

- Book of Condolence available at times specified.
- If a service is held night before funeral, representatives from Council to attend.

9.

D Day 10: Funeral

10.

D Day + 11: Period of official mourning is over

- Book of Condolence archived at County Hall and a letter sent to Buckingham Palace advising so
- Website notice archived.
- Consider whether to have a memorial tree/bench.
- Portraits remain covered in black ribbon for month

Date of policy: 2020

Approving committee: MTC

Date of committee meeting:

Policy version reference:

Supersedes:

Policy effective from:

Date for next review: **JUNE 2025**