



# Broadbridge Heath Parish Council

## Operation London Bridge Protocol

Policy approved by members via consultation, 13<sup>th</sup> July 2021

Adopted by Full Council – Next meeting 6<sup>th</sup> September 2021

For review – July 2022

Broadbridge Heath 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 WSALC/NALC.

The following protocol sets out the action to be taken in the event of the death of H.M. The Queen (Operation London Bridge) or HRH The Prince of Wales (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 in the event of a Royal Death with the following actions undertaken to mark the occasion:

### Words of Condolence

Suggested words as follows:

*Broadbridge Heath 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).

### Council Services 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.

### Website

After the Official Announcement BBHPC will activate a website holding page with the following:

- Photograph of deceased and links to appropriate pages.
- This service is agreed with Vision ICT (website provider) and will be activated on the Clerks request (for The Queen only currently).

### Book of Condolence

BBHPC will direct residents to the online Book of condolence, and this will be linked via our website.

No local book of condolence will be arranged for the village.

### **Flowers**

BBHPC would take guidance from Buckingham Palace or the Government regarding flowers but would encourage residents not to lay flowers in the village.

On agreement with the Clerk and Chairman the War Memorial “may be designated as a suitable area” with the following.

- All plastic wrap removed
- Flowers will be collected and composted at the end of the Mourning Period (day after funeral, resource dependant).

### **Flag Flying**

On the formal announcement of the death, the Union Flag at the War Memorial will be lowered to half-mast until the morning after the funeral.

Due to resource it may not be possible to lower and re-raise the flag on Proclamation Day (to be decided by Clerk).