



Protocol – Death of Senior National Figure Ilfracombe Town Council

This protocol applies in full or part, upon the death of the following persons:

H.M. The King
H.M. The Queen
H.R.H. The Prince of Wales
H.R.H. The Princess of Wales
H.R.H. Prince George of Wales
H.R.H Princess Charlotte of Wales
H.R.H Prince Louis of Wales
H.R.H. The Duke of Edinburgh
H.R.H. The Duchess of Edinburgh
H.R.H. The Duke of Sussex
H.R.H The Duchess of Sussex
H.R.H. The Princess Royal
H.R.H. The Duke of York

The Prime Minister
The Member of Parliament for the North Devon constituency
A serving Mayor of the Town Council
A serving member of the Town Council

INTRODUCTION

This protocol is primarily designed to respond to the death of a national figure. To a lesser extent it also applies to the death of a local figure. It will be implemented once formal announcement has been made of the death of a senior member of the Royal Family or other national figure. Any reports that are not official should be verified before action is taken.

1. THE IMPLEMENTATION OF THE PROTOCOL

1.1 Upon the **FORMAL** announcement of the death of one of the persons listed above, the Town Council's protocol will be implemented with authorisation from the Mayor. In the Mayor's absence, the authorisation can be given from (in order) the Town Clerk, the Deputy Mayor, the Chairman of the Finance and General Purposes Committee.

2. FLYING OF FLAGS

2.1 Immediately after the formal announcement, the Facilities Supervisor/Town Maintenance Operative will arrange for Civic flags to be flown at half-mast. If the death or period of mourning falls on or includes St George's Day, the flag should be replaced by the Union flag at half-mast. (the flag/s will be kept in the ITC office)

2.2 Proclamation Day is the day following the death of the King, on this day the new King/Queen will be proclaimed. At 1100hrs the flag will be raised to full mast, on the next day at 1300hrs the flag will be returned to half-mast.

2.3 The flags will continue to be flown at half-mast until 0800hrs on the day following the funeral. The flag can then be either flown at full mast or if not usually flown, taken down.

Other than the Queen on the list on page 1, the flag will only be flown at half-mast on the day of the death and on the day of the funeral.

3. BOOKS OF CONDOLENCE

- 3.1 On the day following the announcement of the death of the King, Queen, Prince of Wales, Princess of Wales, Prince George, Princess Charlotte, Prince Louis, Duke and/or Duchess of Sussex, Duke and/or Duchess of Edinburgh, Princess Royal and Duke of York, a book of condolence will be opened by the Town Clerk/Operations Supervisor at the Ilfracombe Centre and at the Lantern. (The condolence books are held in the ITC office). The Community Engagement Coordinator will arrange for an online book of condolence to be opened.
- 3.2 Books will be opened to the public from 0900hrs until 1700hrs each day of the week if possible, and until 1800hrs following the day of the funeral.
- 3.3 A chair will be provided at each venue, along with a supply of pens and a framed photo of the relevant person. (Pens and frames are stored in the ITC office).
- 3.4 The Community Engagement Coordinator will arrange for an online book of condolence to be displayed on the Town Council website for the community to make comments on, a link to which will be placed on social media sites.
- 3.5 Once completed, the individual books will be assembled into one along with the website comments and sent away to be bound before being placed in the museum.
- 3.6 The Mayor (or if not available the Deputy Mayor) will issue a statement expressing the sadness of the whole community and the Town Council. The Mayor will confirm that flags should be flown at half-mast and will give locations of the books of condolence. The Mayor should also mention the location of the national book of condolence (e.g. Royal website). The statement will also be placed on the council website and social media sites.
- 3.7 A decision will be made regarding Civic duties by the Mayor, the Town Clerk, Deputy Mayor or Chairman of F&GP Committee. It may be that they are cancelled as a mark of respect of that they begin with a period of silence. A decision will be placed on the Town Council website and social media sites.

4. EVENTS PLANNED DURING THE PERIOD OF MOURNING

- 4.1 There should be a review of the programme of events and engagements for the Mayor and Deputy Mayor during the period of mourning.
- 4.2 Consideration should be given to arranging a religious service on the evening before the funeral by the Mayor, the Town Clerk and representatives of the local churches. This could be discussed prior to any death so that all those involved will be prepared and understand what they have agreed to do.

5. PROCLAMATION DAY WHEN THE NEW SOVEREIGN IS ANNOUNCED

5.1 The Proclamation will be read at 1400hrs by the Town Crier / Mayor / Town Clerk. The announcement of the time and place the proclamation will be read will be placed on the Town Council website and social media sites. **There will need to be seats provided in case anyone needs one.** There will not be sufficient time for an official road closure to be granted, however, on such an occasion as proclaiming the new King or Queen, local groups/organisations will close off the High Street with signs/marshals.

5.2 Those invited to attend the reading of the proclamation will include;

- The Mayor in Civic regalia
- All Councillors
- Past Mayors
- Mayors Chaplain

5.3 The Town Clerk will ensure liaison with the local Police

6. DRESS CODE

6.1 Male councillors will be expected to wear black ties. Some may choose to wear black armbands. Female councillors will be expected to wear black mourning rosettes. (These items will be kept in the ITC office).

6.2 When the Queen dies, the Mayor, Mayoress and Deputy Mayor will not wear the Chains of Office. The Badge of Office will be attached to black ribbon around the neck.

7. MARKING A SILENCE

7.1 If the death of the King or a senior member of the Royal Family is to be marked by a period of silence, an announcement will be made by Buckingham Palace. In this case, the Mayor attended by the Councillors will lead the Public Silence and notification will take place on the Town Council website and social media sites. The representatives from each of the churches will be invited to attend by the Town Clerk. The High Street may need to be closed so actions will need to be followed from point **5.1** above.

7.2 There will be a need for liaison with local Highway department and the police, this will be arranged by the Town Clerk.

8. LETTER OF CONDOLENCE

8.1 As soon as possible a letter of condolence will be drafted by the Town Clerk and signed by the Mayor and Town Clerk.

9. FLOWERS

9.1 It has become tradition that a sign of mourning and sympathy is translated into the laying of flowers. In an attempt to manage the floral tributes, then Mayor, Deputy Mayor and Chairman of F&GP Committee will each lay flowers at the War Memorial. If flowers are left at the church or places of worship, then it will be for the appropriate people to decide how to manage them.

9.2 Details of the laying of flowers will be placed on the Town Council website and social media sites.

9.3 The Mayor in consultation with the Town Clerk will decide when the flowers should be removed. It may be necessary for North Devon Council to be involved in final disposal.

Policy reviewed: 05/12/2023

Adopted: 11/12/2023

Next review: 01/12/2025

USEFUL CONTACTS

Dan Turton	Mayor	07818 450697	
Laura Donovan	Town Clerk	07917 887631	01271 855311
Mark Fay	Deputy Mayor	07785 578704	
Val Gates	Chair F&GP		01271 266130
Steve Seatherton	One Ilfracombe Programme Manager	07989 425597	01271 855336
Gavin Pennington-Ellis	Facilities Supervisor	07814 376162	
Rob Townsend	Town Maintenance Operative	07479 682618	
Richard Preston	Police Sector Inspector	07710075582	Richard.PRESTON@devonandcornwall.pnn.police.uk
Malcolm Kirk	Police Sergeant		Malcolm.KIRK@devonandcornwall.pnn.police.uk

LIST OF CONSUMABLES (as at November 2019)

ITEM	SUPPLIER	QUANTITY	UNIT COST	TOTAL COST
Black Armband	Amazon	Pack 15	£8.89	£8.89
Black Rosette	southernregalia.com	5	£3	£15.00
Black Ribbon	Amazon	25M x 25mm	£3.74	£3.74
Union Flag	Amazon	3' x 5'	£3.95	£19.75
Black A4 Frame	Amazon	2	£7.95	£15.90
Black A4 Landscape Ring binder	Abbey Stationery	Pack 4	£14.30	£14.30
Paper A4	Lyreco	5 x 500	£8.00	£8.00
Black ball pen	Lyreco	50	£1.00	£2.00
TOTAL COST				£87.58

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