**(M) TC 102 MOURNING PROTOCOL ~~March 2021~~ July 2022**

**PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE or LOCAL HOLDER OF HIGH OFFICE**

This protocol sets out the action to be taken in the event of the death of:

The Queen

~~The Duke of Edinburgh~~

The Prince of Wales

The Duchess of Cornwall

The Duke of Cambridge

The Duchess of Cambridge

Prince George

Princess Charlotte

Prince Louis

The Duke of Sussex

The Duchess of Sussex

The Duke of York

The Earl of Wessex

The Princess Royal

The Countess of Wessex

The Duke of Gloucester

The Duke of Kent

Prince Michael of Kent

Princess Alexandra

* The Prime Minister
* Any Former Prime Minister
* The Member of Parliament for South-West Norfolk
* A serving Mayor
* A serving member of the town Council
* An Honorary Citizen of Swaffham

This protocol was agreed by Full Council on **~~10~~~~th~~ ~~July 2019~~ 25th July 2022**

**PART 1 Implementation of the Protocol on hearing of the death**

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| **Action Required** | **Authorised by** | **Other Notes** |
| Swaffham Town Council’s mourning Protocol will be implemented on the formal announcement, by Buckingham Palace or Downing Street, of the death of any one of those persons named on page 1 of this Protocol. | Implementation will be authorised by the Town Clerk (or in their absence, by the Deputy Clerk) | All references to the flying of flags in this protocol shall refer to the Union Flag, flown at the Swaffham Town Council offices.  Reference to the Town Hall, shall mean the frontage on to London Street i.e. the entrance to Swaffham Heritage (formerly Swaffham Museum) |

**PART 2 Flag Flying**

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| **Action required** | **Implemented by** | **Other notes** |
| **Immediately** at the request of the Town Clerk, the Union Flag will be flown at half-mast. | Works Manager (or in his absence a delegated member of the Grounds Maintenance Team) | Appendix 1 to this protocol sets out the correct procedure for flying a flag at half-mast.  If the death falls on St. George’s Day, or the period of mourning includes St. George’s Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.  Similarly, should it happen that between the day of the funeral the Flag Policy dictates that a flag should be flown e.g./ Merchant Navy Day, St. Johns Day, Commonwealth Day etc., those days will pass un-marked and the Union Flag will continue to fly at half-mast as a symbol of National mourning.  Cross Reference: Flag Raising Policy |
| **Applicable only following the death of the Sovereign:**  **On Proclamation Day** **(D+1)** the Union Flag will be at 11.00hrs – be raised to full-mast and flown throughout the day at full mast. On the day following Proclamation Day (D + 2) it will be returned to half-mast at 13.00hrs. | Works Manager | **Proclamation Day (D+1)** = the day following the death of the Sovereign, when the new Sovereign is proclaimed. |
| **On Subsequent Days:**  Following the death of the Sovereign or other members of the Royal Family identified on the list on page 1, the Union Flag will continue to be flown at half-mast until 08.00hrs on the day following the funeral.  For all others identified in the list on page 1, the Union Flag will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume (see note opposite) until the day of the funeral when they will again fly at half-mast.  Organise attendance by Councillors at a service in the Church of St. Peter and St. Paul (should such a service be arranged). | Works Manager  Office Administrator | The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer.  The phrase “usual local arrangement2 should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full-mast. If no flag is usually flown, the flag can be taken down.  Liaise with the Vicar/PCC |

**PART 3 Book of Condolence**

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| **Action Required** | **Implemented by** | **Other Notes** |
| On the first working day following the announcement of the death of the Sovereign, ~~the Duke of Edinburgh~~, the Prince of Wales or Duchess of Cornwall, a book of Condolence will be opened at the Swaffham Town Hall.  The Book of Condolence will be open from 09.00hrs to 16.30hrs Monday to Friday. Subject to public demand, and the availability of supervision, the Book of Condolence may also be available outside of these hours. | Town Clerk | The Book of Condolence will be placed in a quiet place to afford those signing privacy and quiet reflection.  The table to be covered with a suitable black cloth. A photocopy of the printed announcement and small floral arrangement to be placed on the table with the Book of Condolence and Pen.  Town Clerk to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken on whether or not they should be permanently excluded. |
| Consideration will be given at the time of each death on whether a Book of Condolence should be opened for other members of the Royal Family.  Books of Condolence will be closed at the end of the day following the day of the funeral. After which the book will be bound and kept in the Town Council’s archives. | Town Clerk | The Town Clerk will ensure that a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family are held at the Town Hall. |
| The Town Mayor will issue a statement via the Town Hall offices, expressing the sadness of the Council and townsfolk of Swaffham at the news of the death of…  The statement will also appear on the home page of Swaffham Town Council’s website [www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)  The statement will confirm that flags are to be flown at half-mast and will give details of the Book of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.  On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-Book of Condolence should be opened on the Town Council’s own website. | Statement to be drawn up by the Town Clerk and Deputy Clerk  Office Administrator to ensure a copy of the statement appears on the home page of the Council’s website. | Guidance on the content of the statement is set out in Appendix 2 |

**PART 4 Events during the period of Mourning**

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| **Action Required** | **Implemented by** | **Other Notes** |
| Review the programme of Civic engagements to be undertaken by the Town Mayor and Deputy Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood. | The Town Mayor, Deputy Town Mayor, The Town Clerk and Deputy Town Clerk. | Confirm with third party organisations involved, of attendance or not, as appropriate.  Consideration will also be given to working with ‘Churches Together’ to arrange a service on the eve of the funeral (see Part 2) |
| Review the schedule of Council meetings to ensure it is appropriate to proceed in a time of national mourning. | The Town Mayor, Deputy Town Mayor, The Town Clerk and Deputy Town Clerk. | Issue cancellation or postponement notices, and revised dates as appropriate. |

**PART 5 Proclamation Day**

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| **Action required** | **Implemented by** | **Other notes** |
| In the Town of Swaffham, the Proclamation will be read as follows:  By the Town Mayor (or Town Crier) at 16.00hrs on the day following Proclamation Day at the front entrance to the Town Hall (in London Road).  All those listed in appendix 3 to be invited to be present. Town Mayor and Deputy Town Mayor to wear Chains of office. Others in dark lounge suit / jacket and trousers. Black tie.  Reading of the Proclamation to be publicised. | Works Manager to set up public address system.  Notification of the reading of the Proclamation to be given by the Office administrator to those identified in Appendix 3.  Town Clerk and Town Mayor to ensure that the public are informed by way of a press release and item on the Town Council’s website/social media. | The wording of the Proclamation to be read out will be available from the Buckingham Palace website [www.royal.gov.uk](http://www.royal.gov.uk) or the Privy Council website [www.privy-council.org.uk](http://www.privy-council.org.uk) |
| Arrangements to be made for crowd control, media access and liaison with local police and other agencies. | Town Clerk, Deputy Town Clerk and Works Manager |  |

**PART 6 Dress Code**

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| **Action Required** | **Implemented by** | **Other Notes** |
| Black ties/scarves and mourning rosettes to be worn by Councillors, and Senior Officers attending on Councillors, following the death of a senior figure. | A stock to be issued and maintained in good order by the Town Clerk, Deputy Town Clerk. | At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in Appendix 4. |
| On the death of the Sovereign, the Swaffham Town Chain of Office will not be worn by the Town Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons. | Town Clerk, Deputy Town Clerk | The black ribbon for the neck ribbons to be held with the black ties and rosettes at the Town Hall. |

**PART 7 Marking a Silence**

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| **Action required** | **Implemented by** | **Other Notes** |
| Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.  Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family. |  |  |
| In the Town of Swaffham, when Silence is to be kept, the Town Mayor will lead a Public Silence outside the front entrance to the Town Hall (in London Street).  All those listed in Appendix 3 to be invited to be present. The Town Mayor and Deputy Mayor to wear Chains of Office. Others in dark suit/ or dark jacket and trousers. Black tie.  The Public Observing of the Silence to be publicised.  Arrangements to be made for crowd control, media access and liaison with local police and other agencies. | Works Manager to arrange access and setting up of public address system.  Notification of the reading of the Proclamation to be given by the Office Administrator to those identified in Appendix 3.  Town Clerk and Town Mayor to ensure that the public are informed by way of a press release and item on the Council’s website and social media.  Town Clerk, Deputy Town Clerk and Works Manager. |  |

**PART 8 Flowers**

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| **Action required** | **Implemented by** | **Other Notes** |
| Flowers may be laid at the War Memorial or the Buttercross in the Town Centre. | Works Manager, Office Administrator. | Flowers to be cleared on the day after the funeral. |

**PART 9 Letters of Condolence**

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| **Action required** | **Implemented by** | **Other Notes** |
| The day after the State Funeral, a letter of condolence will be sent from the Town Council to the new Sovereign’s Private Secretary (in the case of the death of the Sovereign) and the Private Secretary of the deceased (for other members of the Royal Family). | Town Clerk to prepare letter to be signed by the Town Mayor. | Reference to the existence and location of the Book of Condolence should be made in the Letter of Condolence. |

**PART 10 Timings**

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| **Action Required** | **Implemented by** | **Other Notes** |
| It is only when the announcement comes through from the first reading of the Proclamation at St. James’s Palace that it will be possible to take a view and establish local timings.  A timetable and full details will be published at the earliest opportunity. | Town Clerk, Deputy Town Clerk, Town Mayor and Deputy Town Mayor | It is difficult to give definitive information on timings as it is almost impossible to anticipate ever conceivable set of circumstances e.g. if the announcement of the death of the Sovereign or senior member of the Royal Family falls on a public holiday, Easter, Christmas, Remembrance Sunday, etc. |

**PART 11 Social Media and Websites**

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| **Action Required** | **Implemented by** | **Other Notes** |
| Ghost pages already prepared in the event of a death of the Sovereign or the ~~Duke of Edinburgh~~, to be published on receipt of the formal announcement | Office administrator, following sanction by the Town Clerk or Deputy Town Clerk | Social Media draft posts or guidance can be prepared offline and filed on the Council server. |

**Final Guidance / disputes**

In the event of any dispute to be resolved / decision to be taken that is not covered by this protocol, reference should be made by the Town Clerk / Town Mayor to the latest available guidance from the National Association of Civic Officers (NACO). At the time of writing the latest guidance available is ‘Marking the Death of a senior National Figure – Fourth edition – Issued May 2018’.

**APPENDIX 1**

**Flying the Flags at half mast**

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute [www.flaginstitute.org](http://www.flaginstitute.org) but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45ﹾfrom the vertical, but a mourning cravat can be used instead (see the Flag Institute’s website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**APPENDIX 2**

**Statement to be issued by the Town Mayor on the announcement of the death of a senior national figure or other prominent figure.**

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement

It might go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Town Mayor’s programme of events and engagements, and the Council’s schedule of meetings, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Town Council to action before that action has been discussed and has the necessary agreement from the Town Mayor and Council.

DRAFT statement:

**~~It is with great sadness that we learn of the passing of His Royal Highness The Prince Philip, Duke of Edinburgh today Friday 9~~~~th~~ ~~April 2021.~~**

**Sincere condolences of the Town of Swaffham to Her Majesty Queen Elizabeth and all her family.**

**Mayor of Swaffham, ~~Councillor Jill Skinner~~**

**~~N.B. Any floral tributes can be positioned near the War Memorial in Swaffham. Details of a Book of Condolence will be announced on Monday 12~~~~th~~ ~~April 2021.~~**

**Further announcements will be made in due course.**

**APPENDIX 3**

**Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observation of a Two Minute Silence.**

The Mayor / Deputy Mayor and all Members of the Council

Council Officers

Past Mayors

Honorary Citizens

Lord Lieutenant

Norfolk Constabulary

Local Schools

Local Churches

The High Sheriff will have read the proclamation at County level but that does not prevent a District or Town Council from also inviting the High Sherriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the district or Town.

**APPENDIX 4**

**List of possible suppliers**

**Black mourning rosettes can be purchased from:**

Toye, Kenning and Spencer,

Russell Court Entrance C (basement), Coram Street, London, WC1N 1HA

**Black Ties can be purchased from:**

Department Stores

**Table cloths can be purchased from:**

Department Stores

**Framed photographs can be purchased from:**

Mike O’Keefe ([mike@royalimages.co.uk](mailto:mike@royalimages.co.uk))

Custodian of the Official Royal Image Library of H.M. the Queen and H.R.H. The Duke of Edinburgh

**Black edged paper hole-punched to fit in a loose leaf binder can be purchased from:**

Shaw and Sons Ltd,

Shaway House, 21 Bourne Park, Bourne Road, Crayford, Kent, DA1 4BZ