



MEDSTEAD PARISH COUNCIL

DEATH OF THE MONARCH OR OTHER SENIOR NATIONAL FIGURE

1. INTRODUCTION

This procedure is for marking the death of any prominent national or local figure such as the Monarch, or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

Plans to mark a death should only be implemented when a formal announcement has been made.

2. THE KING

On receiving the official announcement of the passing (Operation “Menai Bridge”):

- There will be a 10 day state mourning period.
- The day of death is designated as D-Day and the full state funeral will be held 10 days after death on D-Day+10, unless this falls on a Sunday, in which case the funeral will be held on the D+11 (the Monday).
- The day of the state funeral will be a public holiday, unless D10 is a Saturday.

2.1 Council Business

Any pre-arranged Council events may need to be cancelled during the 10 day state mourning period. All costs of cancelling the events will need to be incurred by the event organiser. Meetings and certain events may proceed, but celebratory events should be cancelled or rescheduled. The Clerk and Chairman will liaise to determine what is appropriate and the Clerk will then publicise it

2.2 Flags

The Union Flag should be flown at half-mast throughout the period of mourning, except for D2 (“Proclamation Day”), when the new Monarch is proclaimed (Operation “Spring Tide”).

All flags are to return to normal by 9am the day after the funeral.

2.3 Website

Suitable words will be put on the website by the Chairman.

Full details of what is happening during the mourning period should also be included on the website.

2.4 Book of Condolence

If appropriate, a book of condolence will be made available by Medstead Parish Council throughout the state mourning period and will be opened on the first working day after the death.

The book of condolence will be closed at the end of the day following the day of the funeral and should then become part of the parish archive. A condolence letter should be sent by the Clerk to the Private Secretary of Buckingham Palace advising that the Book of Condolence is held in the Council archives.

2.5 Area for Laying of Flowers

The area of the churchyard directly in front of St Andrew's Church will be the designated area for the laying of any flowers. Flowers should be left unwrapped.

Flowers will be removed on the morning after the State Funeral and a note advising of this and what will happen to them on the 11th day will be posted on both the Parish Council website and St Andrew's Church notice board.

2.6 Proclamation

Flags for the Proclamation reading must be at full mast. Whilst High Sheriffs have responsibility for reading the proclamation within their county, the Chairman may wish to read the proclamation at an appropriate time.

Services will be held at cathedrals and churches on the mid Sunday of the 10 day mourning period, with local parish churches encouraged to hold services on the eve of the State Funeral.

2.7 Dress code

Councillors will be encouraged to dress soberly when on official business. All Councillors, the Clerk and any other staff will be provided with a black armband for the mourning period.

2.8 Parish Council Meetings

At the Chairman's discretion, any Parish Council meeting scheduled during the morning period may continue, but with an appropriate period of silence at the start.

3. OTHER MEMBERS OF THE ROYAL FAMILY

For the Prince of Wales, a similar procedure will be adopted (apart from the proclamation) and will be followed by a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

4. PRIME MINISTER, SERVING MEMBER OF PARLIAMENT OR OTHER PROMINENT PERSON

The procedure for marking the death of the Prime Minister, serving Member of Parliament or other prominent person will be discussed and agreed by the Council as appropriate.

Version control

Version	Date adopted	Minute ref.
Death of the Monarch Policy 2023	8 th February 2023	23.022(v)
Death of the Monarch Policy 2025	9 th April 2025	25.017(b)

This policy will be reviewed every two years, or sooner if new guidance is issued to Councils.