

ADDERBURY PARISH COUNCIL.

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR OTHER HOLDER OF HIGH OFFICE.

This protocol sets out the action to be taken in the event of the death of: The Monarch, The spouse of the Monarch. The Heir to the Monarch. The spouse of the Heir to the Monarch.

A serving Prime Minister.

The serving Member of Parliament for the constituency of which Adderbury Parish is a part.

Contact details for all those with responsibilities under this protocol are set out in an Appendix 1 to this protocol.

This protocol was agreed by the Parish Council in April 2019 and will be reviewed annually thereafter.

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Action required:	Authorised by:	Other notes:
<p>The Adderbury Parish Council’s mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol.</p>	<p>Implementation will be authorised by the Parish Clerk or in her absence by the Chairman of the Council or the Vice-Chairman.</p>	
<p><u>Flag Flying</u> The Parish Clerk will immediately issue a request to local Royal British Legion Officers and private premises in the Parish that any flag displayed be lowered to half-mast.</p> <p>Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags should - at 11.00 - be raised to full mast and flown throughout the day at full - mast.</p> <p>On the day following Proclamation Day (D+2) they should be returned to half- mast at 13.00.</p> <p>In Adderbury Parish, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags should continue to be flown at half- mast until 08.00 on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags in Adderbury Parish should fly at half-mast on the day of the announcement of the death.</p> <p>On subsequent days the usual local arrangements should resume until the day of the funeral when they should again fly at half- mast.</p>	<p>The Parish Clerk</p> <p>As above</p>	<p>Appendix 2 to this protocol sets out the correct procedure for flying a flag at half- mast.</p> <p>A list of contacts for premises in the Parish which fly flags will be found at Appendix 3.</p> <p>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.</p> <p>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.</p> <p>The phrase “Usual local arrangements” 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.</p>

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Action required:	Authorised by:	Other notes:
<p><u>Book of Condolence</u></p> <p>On the day following the announcement of the death of the Sovereign, the spouse of the Sovereign, the Heir to the Sovereign or the spouse of the Heir to the Sovereign, a Book of Condolence will be opened at St Mary’s Church Adderbury</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p> <p>The Book of Condolence at St Mary’s Church will be open from 09.00 to 18.00 Monday to Friday and, 09.00 to 12.00 on Sunday and will remain open until 18.00 on the day following the funeral.</p> <p>A table and chair will be positioned in the area in in the church in front of the Bell Tower.</p> <p>Books of Condolence (loose- leaf black folders) and a supply of black edged paper will be supplied by the Parish Clerk or Cherwell District Council.</p> <p>The Chairman of the Council will issue a statement via the Parish Clerk, expressing the sadness of the Council and people of Adderbury Parish at the news of the death of</p> <p>The statement will also appear on the</p>	<p>Implementation will be authorised by the Parish Clerk or her absence by the Chairman of the Council or the Vice-Chairman.</p> <p>As above</p> <p>Implementation will be carried out by the Parish Clerk and the Vicar of St Mary’s Church</p> <p>Statement to be issued by the Parish Clerk to local newspapers and other media outlets.</p>	<p>Book of Condolence to be ordered by the Parish Council unless provided by Cherwell District Council.</p> <p>Supplier (<i>Barnard and Westwood, 23 Pakenham Street, London, WC1X 0LB</i> <i>www.barnardandwestwood.com</i>)</p> <p>(<i>This company can also bind the loose leaf pages when the book is closed.</i>)</p> <p>Parish 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 at senior level (Chairman or Vice-Chairman of Adderbury Parish Council) on whether or not they should be permanently excluded.</p> <p>The Parish Clerk will ensure that a stock of items including loose-leaf black folders, a supply of black edged paper.</p> <p>The Royal British Legion Standard will be in the corner of St Mary’s by the Memorial Window. It would stand upright with a mourning drape on it</p>

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Action required:	Authorised by:	Other notes:
<p>home page of Adderbury Parish Council's web site and the village web site</p> <p>The statement will confirm that flags are to be flown at half -mast and will give details of Books of Condolence. In the case of the death of the Sovereign or other senior member of the Royal Family <i>it will also mention any arrangements for an e-Book of Condolence on the Royal website.</i> When the Book of Condolence has been closed the Council will discuss arrangements for binding and where the final bound version is to be lodged.</p>	<p>Parish Clerk to ensure copy of statement appears on the home page of the Council's website and the online Broadsheet.</p> <p>Implemented by the Parish Clerk after agreement by the Council.</p>	<p>A list of media contacts will be found at Appendix 4.</p> <p>Consideration will also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.</p>
<p>Proclamation Day</p> <p>In Adderbury the Proclamation will be read as follows: By the Chairman or Vice Chairman at 4.00 p.m. on the day following Proclamation Day on the steps of the War Memorial.</p> <p>Reading of the Proclamation to be publicised.</p>	<p>Parish Clerk to arrange.</p> <p>Notification of the reading of the Proclamation to be given by the Parish Clerk to those identified in Annexe 5.</p> <p>Parish Clerk to ensure that the public are informed by way of a press release and item on the Council's web site and online village web site.</p>	
<p><u>Dress Code</u></p>		
<p><u>Marking the silence</u></p> <p>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.</p>	<p>If appropriate the Silence will form part of the Church Service to commemorate the</p>	

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Action required:	Authorised by:	Other notes:
Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family. Implemented	Funeral.	
<u>Letter of Condolence</u> As soon as practical, a letter of condolence will be drafted and circulated to the Council before dispatch.	Parish Clerk and Chairman/Vice Chairman.	

APPENDIX 1

Contact details for those persons responsible for carrying out actions detailed within this protocol:

Position:	Name:	Telephone/contact:
Parish Clerk	Theresa Goss	01295 710965
Chairman	Diane Bratt	01295 810212
Vice Chairman		
Vicar St Mary's Church		
Royal British Legion		

APPENDIX 2

Flying 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). 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.

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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 45° from 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 3.

LIST OF PREMISES WITH FLAGPOLES IN ADDERBURY.

PREMISES	ORGANISATION/KEY HOLDER	EMAIL/TELEPHONE CONTACT

APPENDIX 4.

MEDIA CONTACTS.

ORGANISATION	NAME	TELEPHONE/EMAIL CONTACT
Banbury Guardian	Roseanne Edwards	roseanne_edwards@journalist.com
Adderbury.org	Nick Fennell	
Adderbury News	Andy Green	
BBC South		south.today@bbc.co.uk
Meridian TV		itvnewsmeridian@itv.com
BBC Oxford		oxford@bbc.co.uk
Banbury Sound		01295 661070

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APPENDIX 5.

Persons to be invited to reading of Proclamation.

OGANISATION	NAME	TELEPHONE CONTACT

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