

Fen Drayton Parish Council Protocol for Operation London Bridge

Introduction

This is the protocol agreed by Fen Drayton Parish Council which will be followed as and when appropriate.

Background

Operation London Bridge is the code name following the death of Her Majesty, Queen Elizabeth 11.

We need to consider how we will respond in terms of

- Announcements
- Flags
- Website
- Condolence Book
- Area to lay flowers
- Church Services
- Events
- Public holidays

Official Procedures

Following the announcement from Buckingham Palace a period of 10 days state mourning will follow and be followed by a full state funeral.

Actions by FDPC

Announcements

Once the proclamation is made from Buckingham Palace a short message from the Chair will be added to the website and village notice boards giving details of how and what the Parish Council will be doing.

Flags

Any flags flying in the village should be at half mast following the announcement of the death. D+1(the day after death) all flags should be raised to full mast at 1100 hours when the Accession Proclamation of the new King is read and will continue to fly at full mast until 16.30 hours on D+2 when they will return to half mast.

Website

The Parish Council website home page will be replaced with a portrait of the Queen and the official message

All PC meetings during the state period of mourning will be rescheduled.

Condolence Book

A book of condolence will be available to be signed at times to be agreed in
Plan A) St Mary's church

Plan B) Fen Drayton Village Hall, this could not be open all the time so the hall will decide when it could be opened as it would need to someone in attendance.

A loose leaf book will be provided (this is in case any adverse comments need to be taken out) on a table covered with a black cloth and a photo of the Queen. The paper should have a black border.

This will be then collated or bound and a letter sent to the Private Secretary at Buckingham Palace advising its existence in the local archives, this letter will be stored in the Royal Archives and act as a cross reference for the future. It is suggested the Book of Condolence is kept with parish records.

The Book of Condolence will open on D+1 and close the day after the State Funeral.

A link to the Buckingham Palace e-Book of Condolence will put on the website.

Area to lay flowers

Following the current trend for flowers to be laid after a notable death or tragic incident we will designate an area and advise all flowers should be unwrapped so they can be composted afterwards. It is suggested the area by the railings outside the Three Tuns could be used. All flowers will be removed the day after the State Funeral.

Church Services

The Church of England have designated the Precentor of St Paul's Cathedral to be the lead. Each diocese will issue incumbents with the information and arrange civic services. Services should take place on the evening before the State Funeral.

We will liaise with our vicar and publicise their plans.

Public Holidays

The day of the State Funeral will be a Public Holiday unless it falls on a Saturday.

Events

Any events planned within the 10 days of state mourning should be postponed.

A similar process will follow the death of the Duke of Edinburgh