



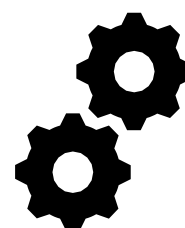
# SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the  
Shaftesbury Community*



# MOURNING PROTOCOL

**Date of Adoption: 7<sup>th</sup> March 2017**  
**Review Date: November 2022**



Internal Operations Policies



## SHAFTESBURY TOWN COUNCIL

### Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

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## STC Operations – Internal Operations – Mourning Protocol

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

#### SECTION 1 – SENIOR NATIONAL FIGURES AND HOLDERS OF HIGH OFFICE

##### 1.1 MEMBERS OF THE ROYAL HOUSEHOLD

The Union Flag to be flown for the following:

- *HM The King*
- *HM The Queen Consort*
- *HRH The Prince of Wales*
- *HRH The Princess of Wales*
- *HRH Prince George of Wales*
- *HRH Princess Charlotte of Wales*
- *HRH Prince Louis of Wales*
- *HRH The Duke of Sussex*
- *HRH The Duke of York*
- *HRH The Earl of Wessex*
- *HRH The Princess Royal*

##### 1.2 LOCAL HOLDERS OF HIGH OFFICE

The Dorset Cross to be flown for the following:

- *The Prime Minister*
- *The Member of Parliament for the constituency of which the Civil Parish of Shaftesbury forms part*
- *A serving Mayor of the Town Council*

#### SECTION 2 – IMPLEMENTATION OF THE PROTOCOL ON HEARING OF THE DEATH

| Action required   | Authorised by  | Other Notes |
|---|--|-------------|
| The Council's mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named in Section 1. | Implementation will be authorised by the Town Clerk or in their absence, a delegated officer of the Council. |             |

#### SECTION 3 – FLAG FLYING

| Action required  | Authorised by   | Other Notes  |
|--|---|--|
| <b>Immediately</b> Union Flag / Dorset Cross will be lowered to half-mast on the Town Hall | Head Groundsman or in their absence the Senior Groundsman | 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 |
| <b>Applicable only following the death of the Sovereign: On Proclamation Day</b> (the day  | Town Clerk's office to advise Grounds Team                |  |



## STC Operations – Internal Operations – Mourning Protocol

|   |   |   |
|---|---|---|
| following the death of the Sovereign, when the new Sovereign is proclaimed), flags will – at 11am – be raised to full mast and flown throughout the day at full mast.   |   |   |
| <b>On Subsequent Days:</b><br>Following the death of the Sovereign or other members of the Royal Family identified in Section 1.1, flags will continue to be flown at half-mast until 8am on the day following the funeral.<br>For those identified in Section 1.2, flags will fly at half-mast on the day of the announcement of the death.<br>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.<br>Organise attendance by Councillors at a service in St Peters Church | Town Clerk's office to advise Grounds Team<br><br><br><br><br><br><br><br><br><br><br>Mayor's Secretary | The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family the number of days will be fewer.<br>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.<br><br><br>Liaise with Vicar / PCC |

### SECTION 4 – WEBSITE

| Action required  | Authorised by  | Other Notes |
|--|--|-------------|
| A landing page to be created on the website. This should consist of a black background, contain only the official image of the monarch who has passed, their year of birth and year of death and a simple button to allow visitors access to the main website.<br>Social media avatars (profiles) to be turned black and white until period of mourning ends | Town Clerk's office liaise with web site design company. |             |

### SECTION 5 – BOOKS OF CONDOLENCE

| Action required          | Authorised by       | Other Notes            |
|--------------------------|---------------------|------------------------|
| On the day following the | Town Clerk's office | Town Clerk's office to |



## STC Operations – Internal Operations – Mourning Protocol

|   |  |  |
|---|--|--|
| <p>announcement of the death of the Sovereign, the Queen Consort, the Prince of Wales or the Princess of Wales, a Book of Condolence will be opened at the Town Council office. Book of Condolence open from 9am to 4pm Monday to Thursday and 9am – 1pm Friday and remain open until the day following the funeral. A table and chair will be positioned in a suitable location at the Town Hall. Book of Condolence will be supplied by the Town Clerk's Office as will a table cloth and suitable photograph. Shaftesbury Flower Arrangers to be invited to provide a small floral display</p> |  | <p>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 by the Town Clerk, on whether or not they should be permanently excluded.</p> <p>The Town Clerk's office will ensure that a condolence book, table cloth and suitable photograph downloaded from <a href="http://www.royal.gov.uk">www.royal.gov.uk</a> are available</p> |
| <p>The Mayor will issue a statement via the Council office, expressing the sadness of the Council and people of the Town of the news of the death of ... The statement will also appear on the Town Council's website. 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 a member of the Royal Family it will also mention any arrangements for an e-book of Condolence on the Royal website.</p>   | <p>Statement to be issued by the Town Clerk who will ensure copy appears on the home page of the Council's website</p> | <p>Guidance on the content of the statement is set out in <b>Annexe 2</b></p>  |
| <p>When the Book of condolence has been closed by the Town Clerk's office will make arrangements for lodging the book at the Dorset History Centre.</p>   | <p>Town Clerk's Office</p>   |  |

**SECTION 6 – EVENTS DURING THE PERIOD OF MOURNING**

| Action required   | Authorised by   | Other Notes  |
|---|---|--|
| Review the program of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood. | The Mayor with the Mayor's Secretary in discussion with the Town Clerk. | Consideration will also be given to working with local faith groups to arrange some sort of service on the eve of the funeral (see section 3). |

**SECTION 7 – PROCLAMATION DAY**

| Action required  | Authorised by   | Other Notes   |
|--|---|---|
| <p>The Proclamation will be read as follows:<br/>By the Mayor early evening on Day of Death plus 2. This follows the Proclamation from St James Palace at 11am and Royal Exchange in the City of London at 12noon on the day of the death plus 1. On Day of Death plus 2 the Proclamation will be read at 12 noon at Mercat Cross Edinburgh, Cardiff Castle, Hillsborough and 12.30 Edinburgh Castle. 13.00 in Counties across the UK, during the afternoon Cities, Boroughs and Districts and from early evening Town and Parishes.</p> <p>Arrangements to be made with the local vicar to lead a prayer.</p> <p>All those listed in <b>Annexe 3</b> to be invited to be present. All men to be in dark lounge suit / jacket and trousers. Black tie. Reading of the Proclamation to be publicized by the Town Crier. Reading to take place on the balcony of the Town Hall unless otherwise stated by the current Mayor.</p> | <p>Notification of the reading of the Proclamation to be given by the Town Clerk's office to those identified in <b>Annexe 3</b>. Town Clerk's office to arrange microphone and speaker system facility for the reading of the Proclamation</p> <p>Town Clerk's office to ensure that the public are informed by way of a press release, on the Council's website and for the Town Crier to notify members of the public.</p> | <p>Wording of the Proclamation to be read out will be easily available from the Buckingham Palace website (<a href="http://www.royal.gov.uk/">http://www.royal.gov.uk/</a>) and the Privy Council website (<a href="http://www.privycouncil.org.uk/">http://www.privycouncil.org.uk/</a>)</p> |

**SECTION 8 – DRESS CODE**

| Action required  | Authorised by  | Other Notes  |
|--|--|--|
| On the death of the Sovereign, the chain of office will not be worn by the Mayor and instead badges of office will be worn on black neck ribbons. Mace heads to be covered in black cloth or have a black ribbon tied around it if being used in public.<br>Robes to be worn on Proclamation Day, Marking a Silence and at attendance at Church Service. | The Town Clerk's office will have a stock of black ribbon. | Consideration will also be given to working with local faith groups to arrange some sort of service on the eve of the funeral (see section 3). |

**SECTION 9 – MARKING A SILENCE**

| Action required  | Authorised by  | Other Notes |
|--|--|-------------|
| Where the death of a senior member of the Royal Family is to be marked by a two- minute silence, an announcement will be made by Buckingham Palace.<br>The Mayor will lead a Public Silence from the Town Hall balcony unless otherwise stated by the current Mayor.<br>All those listed in <b>Annexe 3</b> to be invited to be present. All men to be in dark lounge suit / jacket and trousers.<br>Black tie.<br>The public observing of the silence to be publicised. | Town Clerk to ensure that the public are informed by way of a press release and item on the Council's website. |             |

**SECTION 10 – LETTERS OF CONDOLENCE**

| Action required  | Authorised by | Other Notes |
|--|---------------|-------------|
| As soon as practical, a letter of condolence will be drafted and circulated to the Mayor and the Town Clerk before dispatch. | Town Clerk    |             |

**SECTION 11 – PUBLIC FLORAL AND OTHER TRIBUTES**

| Action required | Authorised by | Other Notes |
|-----------------|---------------|-------------|
|-----------------|---------------|-------------|



## STC Operations – Internal Operations – Mourning Protocol

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|--|---|--|
| <p>A space on Park Walk will be marked in a suitable manner for the placing of floral and other suitable tributes by members of the public. The location for the placing of tributes will be publicised.</p> | <p>Head Groundsman</p> <p>Town Clerk to ensure that the public are informed by way of the Council's notice- boards, website and other social media.</p> |  |
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### **Annexe 1 – Flying flags at half mast**

Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)). It is important that the guidance given by the Flag Institute is adhered to strictly.

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.

### **Annexe 2 – Statement to be issued by the 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 Mayor's programme of events and engagements 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 Authority to action before that action has been discussed and has the necessary agreement from the Mayor and the Town Clerk.

### **Annexe 3 – Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence**

- All Members of the Council
- All employees of the Council
- The Town Crier
- Freemen of the Town
- The Heads of the Town's schools