

ULVERSTON TOWN COUNCIL

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



Approved by Ulverston Town Council: 20 May 2024

Minute number B018

Review: May 2025

1. PROTOCOL

This protocol document had been drawn up to prepare the Town Council for the death of a senior National figure.

- The King
- The Queen
- The Prince of Wales
- The Princess of Wales
- 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 Duchess of Gloucester
- The Duke of Kent
- Prince Michael of Kent
- Princess Michael of Kent
- Princess Alexandra
- The Prime Minister
- Any former Prime Minister, such as Sir John Major
- The Members of Parliament for the constituencies
- A serving Mayor or Leader of the Council
- A serving member of the Council

2. IMPLEMENTATION OF THE PROTOCOL

Plans to mark a death should be implemented only when a formal announcement has been made. For example, if news agencies are saying that “*reports are coming in of the death of ...*” it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “*it has been announced by Buckingham Palace / Downing Street that...*”

This protocol for Ulverston identifies those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision will be delegated to the Town Clerk, with consultation with the Town Mayor (or in their absence, the Deputy) and the Leader of both political groups.

3. STATEMENT

A statement will be issued by the Town Mayor on behalf of the Council on the official announcement of the death of a senior national figure of state or another prominent figure. The statement should begin with a suitable expression of the sadness of Ulverston Town Council on hearing the announcement. It should state when flags will be flown at half-mast and other arrangements, including opening a Book of Condolence.

4. DEATH OF THE SOVERIGN.

The day of the death of the Sovereign it to be known as D-Day, then D+1, D+2 etc. through the *ten days of National Mourning*. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

5. FLAG FLYING

- On the formal announcement of a death, the union flag on the Council Office and the union flag at Market Place will be lowered to half-mast until 0800hrs on the morning following the funeral.
- All flags will be raised to full-mast at 1100hrs on D+1 (the day after death of the Monarch), when the Proclamation is read at St James's Palace in London.
- They will continue to fly at full-mast until 1300hrs on D+2 to allow for the Accession Proclamation to be read out in Belfast, Cardiff and Edinburgh. These times are fixed as part of the National plan for mourning and should not be interpreted locally. After the proclamation the flag will be returned to half-mast.
- It is important that all flags are raised to full mast at 1100hrs on D+1 and are returned to half-mast following the Ulverston Proclamation reading on D+2.

6. PROCLAMATION DAY SCHEDULE

In the case of the death of the Sovereign, the day following the death D+1 will be Proclamation Day, which is the day the new Sovereign is proclaimed.

D+1 - 1100: The Proclamation will be made at St James's Palace at 1100hrs (or 1400hrs if it is a Sunday). The Proclamation will then be 'cascaded'. At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

D+2 Noon: Edinburgh, Cardiff and Belfast.

D+2 1400: High Sheriffs

D+2: 1600: Town and parish reading of the proclamation.

7. PROCLAMATION ARRANGEMENTS:

- Platform Party. All Councillors will be invited to attend the reading of the proclamation, together with members of the clergy, the Deputy Lord Lieutenant and the High Sherriff (if both are available), Town Crier and all members of the public.
- The Town Crier will ring the bell to bring the event to order.
- The Mayor will read the Mayor's address and (in the event of the death of the Queen) the proclamation. The proclamation will be obtained from the Buckingham Palace Website.
- The proclamation will be read at the Market Cross in front of the War Memorial.
- The reading of the proclamation and other arrangements in Ulverston will be published on the Town Council's website, on social media, via radio and the press.
- Following the proclamation, the Mayor will lay flowers on behalf of the town at the

War Memorial and invite all those present to follow.

- On Proclamation Day flags will, at the start of the day, be flying at half-mast.

8. PROCLAMATION DAY PROTOCOL

Mayor's reading for the ceremony, preceding the Proclamation:

"We come together this afternoon following the passing of our late Sovereign (followed by their name) Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the service given by our (their name). The basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Ulverston and the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since the death of our (their name) are raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Cumbria discharged earlier this afternoon. It is now my humble duty as Mayor of Ulverston, to read the Proclamation to the people of Ulverston. Ladies and Gentlemen, the Proclamation of the Accession."

The Mayor will then read the formal proclamation:

- At the end the Mayor will say God Save the King
- All present join in saying "God Save the King."
- The town band will play one verse of the National Anthem.
- The Town Crier will call for three cheers for His Majesty the King.

9. MONUMENT FLOODLIGHTING:

- The Monument will be lit in purple from D Day until the day after the funeral of the Monarch.

10. BOOKS OF CONDOLENCE

- Books of Condolence will be opened on the first working day after the day of death (D+1)
- They will be available for signing either in the Coronation Hall Foyer or in the reception of the Town Council Office.
- A table with suitable cloth will be set up, along with a portrait of the deceased and a small arrangement of flowers.
- We have two hard bound condolence books. The first signature in the books will be the town Mayor followed by the Deputy Mayor and the councillors.
- The books of condolence will be closed following the day of the funeral.
- A loose-leaf condolence book will also be available. A good supply of paper with a black border and wide left-hand margin, hole punched to fit in a loose-leaf binder will be provided.
- The condolence books will be retained by the Town Council. A letter of condolence will be sent to Buckingham Palace from the Mayor. It will record the number of signatures in the condolence books. The books will not be sent to Buckingham Palace

11. ONLINE BOOK OF CONDOLENCE

Ulverston Town Council will be accepting online submissions for the Book of Condolence through a contact form on our website:

<https://ulverstoncouncil.org.uk/> The submissions will then be collated and included in the Book of Condolence.

Alternatively, a link to the Buckingham Palace e-Book of Condolence will be included on the website: www.royal.gov.uk

12. FLOWERS

- Residents will be asked to lay flowers around the War Memorial
- Flowers should be laid without the use of plastic wrap to enable the flowers to be composted.
- The mourning period will end at 9am the day following the funeral
- The flowers will be discreetly removed and taken to an allocated place at an allotment and composted
- The compost will be used for a tree to be planted in the town, in memory of the Sovereign

13. DRESS CODE

- Arm Bands: Black arm bands should be worn by Councillors and staff and will be made available in the office
- Chain of Office: When this is worn, a small black bag will be made available to fit over the jewel to signify mourning, so only the chain is showing.

14. EVENTS DURING THE PERIOD OF MOURNING

- Careful thought and great sensitivity must be given to events taking place from the day of the death until the day of the funeral.
- Scheduled Town Council meetings should be postponed.
- The Mayor's diary should be reviewed and visits to local schools and care homes scheduled. From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the Town Mayor should host or attend.

15. CHURCH SERVICES

- On the middle Sunday between D Day and D-10 there will be a formal civic service at the Parish Church at 2.30pm, which the Mayor of Ulverston and members of the Council will be expected to attend.
- A church service will also be organised at the Parish Church in Ulverston on the eve of the Funeral. The Town Mayor, members of the Council and residents will be invited to join together in an act of remembrance.

16. MONARCH. DAY OF THE FUNERAL. MARKING A SILENCE

- On the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10). Which will be a public holiday (unless D+10 is a Saturday).
- Town Mayor will lead the silence at the War Memorial. A bugle call (Ulverston Town Band) will signal the beginning and end of the silence.
- The public will be invited to attend and this information will be detailed on the website and through social media.

It may be that silence will be kept for other member of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

17. WEBSITE

The Town Council will arrange as soon as possible for a holding page to be designed to be published as the home page following the official announcement.

The information will include:

- a photograph of the deceased,
- the year of birth to the year of death,
- Arrangements for Church Services, Condolence Books, Church Services, Flowers and Flying of Flags. The holding page can be closed, for visitors to then access the main homepage.

Ends.