



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

DEATH OF A SENIOR FIGURE PROTOCOL

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Introduction

- This protocol offers guidance to the elected Members and staff of Tonyrefail & District Community Council on marking the death of a senior national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.
- The council will follow the government guidelines regarding the kind of funeral planned.
- This protocol sets out the action to be taken in the event of the death of:
 - HM King Charles III
 - HM Queen Camilla
 - 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
 - The Prime Minister

Part 1: Implementing the protocol

- In the case of the death of the Sovereign, another senior member of the Royal Family or the Prime Minister, the decision to implement the plan will be delegated to the Clerk or Deputy in their absence.
- Plans to mark a death should be implemented when a formal announcement has been made.
- On receipt of the formal announcement of death the Clerk will advise the Chair, Vice Chair and all Councillors that the Protocol is being implemented.
- Once official confirmation that there has been a death has been received, the following bilingual announcement will be made by the Chairperson on the Council's website and via social media to say: "It has been announced by Buckingham Palace that".

Part 2: Mourning Front Page to Website & Social media

- Tonyrefail Community Council will activate a website landing page with a black background featuring:
 - a photograph of the deceased,
 - the year of birth to the year of death, and
 - links to the following information:
 - Condolence Books,
 - Flowers,
 - Council and Church Services.
- This landing page shall remain in place until after the state funeral has taken place.

- From the first day after death, the Clerk shall publish a suitable cover image on all Council social media accounts. This shall stay in place until the day after the state funeral has taken place.

Part 3: Books of Condolences

- On the day following the announcement of the death of the Sovereign or senior figure a Book of Condolence will be opened at the Council Office and Pritchard Street Community Centre. The books will be available for signing until the day following the funeral.
- A good-sized table (covered with a black table cloth) and chair will be positioned in the Council Meeting Room. The Book of Condolence (loose-leaf black folder), a supply of black edged paper and pens will be supplied by the Council as will a framed photograph of the relevant person and a small arrangement of flowers.
- A loose-leaf folder with black edged paper will also be provided to each school within Tonyrefail & District Community Council on the death of the Sovereign.
- Following the closing of the books, all the books should be combined and archived at Tonyrefail & District Community Council's office.
- Submissions to the book of condolence will be able to be made via the Tonyrefail Community Council website via a contact form or e-mail. These will be added to the book of condolence.

Part 4: Letter of Condolence

- It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.
- In a letter of condolence from the Chairperson, reference should be made to the Book of Condolence and its existence in the local archives. The letter will then be stored in the Royal Archives and act as an effective cross reference.

Part 5: Flowers

- A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning.
- Should residents wish to lay flowers during this time, they may do so around the Cenotaph at Trane Cemetery or Tyn-y-Bryn Park.
- Council operatives should display a notice at the location and mark out the area for the laying of flowers as appropriate.
- The Chair will visit the location and lay a bouquet of flowers.
- All the plastic wrap should be removed before laying flowers.

- At the end of the mourning period, at 9am the day following the funeral, there will be a ceremonial removal of the flowers. All flowers will then be taken away to be composted.

Part 6: Marking a Silence

- The death of a Senior National Figure may be marked by a National Two Minute Silence.
- On the death of the Sovereign there will be a Two Minute Silence at 11.00am on the day of the funeral (D+10).
- It may be that Silence will be kept for other members of the Royal Family; advised for the day of the funeral as part of the funeral service.

Part 7: Events

- Meetings pre-arranged to be held anytime within the 10 days of mourning should be cancelled / rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services.
- Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business will be undertaken.
- Any event or meeting which does take place should sit comfortably within the mood of the nation and not be celebratory. It would be appropriate for a silence to take place at any event during the mourning period.

Part 8: Dress Code

- All Councillors and employees of Tonypandy & District Community Council will be required to wear a black tie, black armband or a black rosette when attending Council business during the mourning period.
- The emblem on the chain of office will be covered with black with only the chains showing when worn on council business.