



KINGSWEAR PARISH COUNCIL

OPERATION LONDON BRIDGE PROTOCOL

This protocol sets out the action to be taken in the event of the death of H.M. The Queen (codename Operation London Bridge).

1. Kingswear Parish Council's mourning protocol will be implemented on the formal announcement of the death of any of those persons named below:

H.M. The Queen
H.R.H. The Duke of Edinburgh
H.R.H. The Prince of Wales
H.R.H. The Duchess of Cornwall
H.R.H. The Duke of Cambridge
H.R.H. The Duchess of Cambridge
H.R.H. The Duke of Sussex
H.R.H. The Duke of York
H.R.H. The Princess Royal
H.R.H. The Earl of Wessex
H.R.H. The Countess of Wessex

2. On receipt of the formal announcement of death of any of those listed above, the Chair will issue a statement on behalf of the Council and residents of Kingswear. The statement will confirm that flags are to be flown at half-mast and will give details of any books of condolence. The statement will also appear on the home page of the Parish Council website and on social media.

3. The Clerk will inform the Church of St Thomas, that flags should immediately be lowered to half-mast. On Proclamation Day, (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will be raised to full mast at 11.00 and flown throughout the day at full mast. On the day following proclamation, they will be returned to half-mast at 13.00, until 08.00 on the day following the funeral.

4. A Book of Condolence will be opened on the 1st working day after the day of death, at the Church of St Thomas of Canterbury. The book will be loose leaf, situated on a table covered with a black cloth and a supply of pens will be provided. A framed photograph of the relevant person and a small flower arrangement will be placed on the table. The book of condolence will be closed at the end of the day, following the day of the funeral and will form part of the Council's archive.

5. The Clerk will liaise with the warden of the Church of St Thomas of Canterbury, to allocate a space in the Churchyard for the public to lay flowers and to arrange for their removal.

6. The Clerk will liaise with the St Thomas of Canterbury Church, to consider a church service for local people to join in an act of remembrance.

7. The Chairman and Clerk will review Council meetings and events, scheduled during the Mourning period, to ensure it is appropriate that they should proceed.

8. The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

9. Black arm bands will be worn by Members of the Council and the Clerk attending official engagements. During the mourning period, the Chain of Office will not be worn by the Chair.