

PEASEDOWN ST. JOHN PARISH COUNCIL PROTOCOL ON THE DEATH OF A SENIOR NATIONAL OR LOCAL FIGURE

Written: November 2019
Adopted: Full Council Min. C222-17/12/2019
Last Reviewed: Full Council Min. C305 – 17/03/2020

Introduction

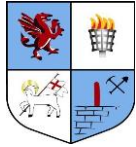
The below matrix details the activity Peasedown St John Parish Council will undertake on the event of the death of a senior national or local figure. For each of the below listed national figureheads there is a plan devised by the Royal Family, Government Departments, the Church of England, the Police and British Armed Forces etc. Each of these plans have specific codenames and provide details on the national protocol. Some of these national procedures are included below, along with any additional activities Peasedown St John Parish Council has decided to include.

Activity	Senior National or Local Figure							
	Queen¹	Prince Charles²	Prince William	Prince Harry	Duke of Edinburgh³	Serving Prime Minister	Chair of Parish Council	Serving Parish Councillor
Book of Condolence Loose leaf books together with a small portrait of the deceased and a small floral tribute.	Y	Y	Y	Y	Y	N	Y Beacon Hall only	Y Beacon Hall only

¹ Code name – Operation London Bridge

² Code name - Operation Menai Bridge

³ Code name – Operation Forth Bridge



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

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	Queen ¹	Prince Charles ²	Prince William	Prince Harry	Duke of Edinburgh ³	Serving Prime Minister	Chair of Parish Council	Serving Parish Councillor
Also, a label stating the book is provided by PSJPC and will be collected and bound as a Book of Memorial held in the Parish Office for a year after which it will be held as a public record at the County Archive. Books to be located at (subject to permission): <ul style="list-style-type: none"> ➤ Beacon Hall ➤ Churches ➤ Circle Hospital ➤ Community Library ➤ PSJ Primary School ➤ The Hive ➤ The Meeting Place 								
Armband/Ribbon To be issued to all councillors and staff; it is a personal decision whether to wear it or not	Y	Y	Y	Y	Y	Y	Y	Y
Web Page The Home Page of the Parish Council website being overwritten with a black page carrying a portrait of the deceased with a tab link to the normal home page. The website will be restored to normal the day after the official period of mourning. All undertaken automatically by the website provider.	Y	Y	Y	Y	Y	N	Y	Y



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Local Proclamation To be undertaken by the flagpole at 4pm on the 2 nd day after the formal announcement of death in line with National Protocol. To be read out by the Chair (or the Vice-Chair if the Chair is unavailable; or a Committee Chair if both the Chair and Vice-Chair are unavailable).	Y	N	N	N	N	N	N	N
Church Bells To be tolled for each year of life of the deceased. Either at noon on the day of death or noon the following day if the death is announced after 12 noon; all in line with National Protocol. To liaise with St John's Church.	Y	N	N	N	N	N	N	N
Dedicated Church Service To liaise with local churches. National Protocol includes a mid-Sunday Civic Service and possibly a Parish Service on the eve of the funeral.	Y	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Flag To follow national protocol on lowering of the Union flag.	Y	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Portrait	Y	Y	Y	Y	Y	N	Y	Y



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Official portrait; to be displayed with the area set aside for floral tributes and in Beacon Hall.								
Floral Tributes from Public A designated area to be set up in front of Beacon Hall with a sign stating they will be removed on the 1 st working day after funeral.	Y	Y	Y	Y	Y	Y	Y	Y
Council Meetings/Activities Minute/s silence.	2	2	2	2	2	1	1	1
Local Events Requesting the organisers to observe a silence.	2	2	2	2	2	N	N	N
Beacon Hall Bookings At the discretion of the hirer but hire will be cancelled if it is decided to host a public screening of the funeral at Beacon Hall.	Y	TBC	TBC	TBC	TBC	TBC	N	N
Council Meetings No meeting would be held if scheduled for the day of the funeral however if meeting is scheduled for the day of the death the meeting would go ahead with a silence and a reduced agenda.								
Permanent Memorial/Tribute	TBC	N	N	N	N	N	TBC	TBC



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The foregoing ***Protocol on the Death of a Senior National or Local Figure*** has been revised and amended to reflect the changes in the Council's working practices and the latest Government legislation. They were adopted by Peasedown St John Parish Council at a meeting held on 17th March 2020.

Signed:

Chair: Cllr Kathleen Thomas

Date: 18th March 2020

Signed:

Clerk & RFO: Tanya West

Date: 18th March 2020