



Meeting Date:	25 May 2022
Report Subject:	Protocol on the Death of a Senior Member of the Royal Family
Protocol No.	8
Contact:	Clerk/ Chairman

POLICY: Protocol on the Death of a Senior Member of the Royal Family

1. It is important to have a protocol in place in the eventuality of a death of a member of the royal family. BCP Council has a very comprehensive set of instructions to cover all the principal actions that will be required. Additionally, the Parish Council should agree a local protocol as follows:
2. This protocol applies upon the death of the Sovereign, Consort of the Sovereign, Heir Apparent, or otherwise as agreed by the Chairman in consultation with the Clerk.
3. The Clerk is responsible for implementing this protocol together with any instructions from the BCP protocol.
4. The Council business will continue as usual but with respect. Any celebratory events will be cancelled or rescheduled. The Clerk, in consultation with the Chairman, will determine what is appropriate.
5. A suitable News item will be placed on the Council's Website together with a Statement from the Chairman.
6. Highcliffe & Walkford residents will be expected to observe the timetable for national mourning which is expected to be:
 - D Day Date of Death
 - D+1* Proclamation Day (London)
 - D+2* Proclamation Day (Dorset)
 - D+X Middle Sunday
 - D+4 -D+9 Lying in State
 - D+10 Date of Funeral
7. *A Book of Remembrance will be opened (on D+1) and available for public signatures in the Old Schoolhouse from 10am until 1pm until the day after the funeral. .
8. *Flowers will be purchased by the Clerk and laid on the War Memorial. Subject to conferring with the Vicar of ST Marks, the War Memorial will be suggested for public flowers. All tributes will be removed the day after the funeral.
9. A letter of condolence to the Royal family will be sent by the Chairman.

(*Applies to death of the Sovereign only)