



**APPROVED AT THE FULL TOWN COUNCIL ON 5<sup>TH</sup> MARCH 2018  
REVIEWED: 6<sup>th</sup> April 2021**

**OTTERY ST MARY TOWN COUNCIL'S PROTOCOL FOLLOWING THE DEATH OF HER MAJESTY ELIZABETH THE SECOND, BY THE GRACE OF GOD, OF THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, AND OF HER OTHER REALMS AND TERRITORIES, QUEEN, HEAD OF THE COMMONWEALTH, DEFENDER OF THE FAITH**

**Summary of what needs to happen and when:**

<p><b>Day of Death</b></p>	<ul style="list-style-type: none"> <li>a) On the formal announcement of the death, immediately lower the Union flag outside of the Ottery St Mary Town Council Offices.</li> <li>b) Initial statement to be issued by the Council expressing the Authority's sadness on hearing the announcement. Detailed statement to follow (it may be prudent to wait to issue a detailed statement until formal arrangements have been confirmed by Buckingham Palace).</li> </ul>
<p><b>D+1 (the day following the death) – Principle Proclamation Day in London</b></p>	<ul style="list-style-type: none"> <li>a) Detailed statement to be issued including details of the Book of Condolence at Ottery St Mary Town Council Offices, a link to the national e-Book of Condolence, flag flying, the Proclamation and the 2 minutes silence. To be signed by the Mayor.</li> <li>b) From 9 am, open a Book of Condolence in the reception area of Ottery St Mary Town Council Offices.</li> <li>c) At 11:00 hrs raise the flag to mast head and keep there until 13:00 hrs the following day (D+2). After this return the flag to half-mast until the morning after the day of the funeral.</li> </ul>
<p><b>D+11</b></p>	<ul style="list-style-type: none"> <li>a) Union flag taken down at 08:00 hrs.</li> <li>b) Book of Condolence to be closed at 17:00 hrs.</li> <li>c) Letter of Condolence from the Council to be sent to the new Sovereign's Private Secretary.</li> <li>d) Agree where the Book of Condolence (signed in Ottery St Mary Town Council Offices) shall be kept for posterity and future inspection.</li> </ul>



<b>Action required immediately</b>	<b>Who by?</b>
<p>The Chief Executive Officer (`CEO`) will ensure contact is made as a matter of urgency (using the contact numbers provided in a separate appendix) with the following individuals:</p> <ul style="list-style-type: none"> <li>• The Mayor</li> <li>• Town Councillors</li> <li>• Staff</li> </ul>	The CEO

### Flag flying

<b>Action required</b>	<b>Implemented by</b>
<p><b>On the formal announcement of the Death</b> the Union flag will be lowered to half-mast outside Ottery St Mary Town Council Offices until 08:00 hrs on the morning following the Funeral. (The funeral of the Sovereign will take place 10 days after the day of death.)</p> <p><b>Except:</b> The day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will then be flown at the mast-head from 11:00 hrs on D+1 to coincide with the Reading of the Principal Proclamation (in London) and until 13:00 hrs the following day i.e. D+2 where they will be returned to half-mast.</p>	The CEO or Deputy CEO



### Statements by the Council

Action required	Implemented by
<p>The Mayor will issue a statement via the Council Offices expressing the sadness of the Council and people of the Town at the news of the death of HM the Queen. The statement will also appear on the home page of Ottery St Mary Town Council's Website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. It will also mention any arrangements for an e-Book of Condolence on the Royal website, the reading of the Proclamation and the two minutes silence on funeral day.</p>	<p>Statement to be issued by the Council Office.</p> <p>The CEO or Deputy CEO.</p>

### Books of Condolence

Action required	Implemented by
<p>On the day following the announcement of the death of the Sovereign, a Book of Condolence will be opened at Ottery St Mary Town Council Offices.</p> <p>Books of Condolence will be open from 10.00 to 14:00 Monday to Friday and will remain open until 14:00 on the day following the funeral.</p> <p>A table and chair will be positioned in a quiet area. A Book of Condolence will be supplied by the CEO for Ottery St Mary Town Council Offices as will a tablecloth, a vase of flowers and a framed photograph of the Sovereign.</p>	<p>The CEO or Deputy CEO to locate and set up a quiet area with a table and chair.</p>
<p>When the Book of Condolence has been closed (the day after the funeral) the CEO will discuss with the Mayor arrangements for binding and where the final bound version is to be lodged.</p>	



### Proclamation Day

Action required	Implemented by
<p>The Principle Proclamation will be made in London on the day following the death D+1.</p> <p>At County level High Sheriffs are expected to make their Reading of the Proclamation at 2.00pm on D+2 in the County town.</p>	<p>Notification of the reading of the Proclamation to be given by the CEO.</p> <p>Council Staff to ensure that the public are informed by way of a press release and item on the Council's website.</p>

### Events during the period of Mourning

Action required	Implemented by
<p>It will be necessary to review the programme of engagements undertaken by the CEO and Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Mayor with the CEO</p>



## Dress Code

Action required	Implemented by
<p>On the death of the Sovereign, the Chains of office will not be worn by the Mayor for the duration of the mourning period, instead the badge of office will be worn on a black neck ribbon.</p> <p>A stock of black arm bands and black neck ribbons will be held and made available by the CEO for use by Councillors and senior officers at any official event during the mourning period.</p>	The CEO

## Marking a Silence

Action required	Implemented by
<p>On the death of the Sovereign there will be a two minute silence outside Ottery St Mary Town Council Offices at 11.00 am on the day of the funeral (D+10). Precise details will be announced by Buckingham Palace.</p> <p>The Mayor to preside.</p> <p><u>Those to be invited:</u></p> <ul style="list-style-type: none"> <li>• Parish Chairmen</li> <li>• All Members (to wear black ties and black arm bands)</li> <li>• Police Commander</li> <li>• Fire Commander</li> <li>• Others holding positions of responsibility within the town</li> <li>• The public</li> <li>• Staff</li> </ul> <p>The Public Observing of the Silence to be publicised.</p> <p>.</p>	<p>Council Staff to arrange access</p> <p>Council Staff to ensure that the public are informed by way of a press release and item on the Council's website.</p> <p>The CEO</p>



### Letters of Condolence

Action required	Implemented by	Other Notes
A letter of condolence should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. Only one letter should be sent.	The CEO on behalf of the Mayor.	



## PROTOCOL TO BE USED WHEN HRH PRINCE PHILIP, THE DUKE OF EDINBURGH, DIES

### Summary of what needs to happen

<p><b>Day of Death</b></p>	<ul style="list-style-type: none"> <li>a) On the formal announcement of the death, immediately lower the Union flag outside Ottery St Mary Town Council Offices to half-mast until the day after the funeral.</li> <li>b) Initial statement to be issued by the Council expressing the Authority's sadness on hearing the announcement. Detailed statement to follow (it may be prudent to wait to issue a detailed statement until formal arrangements have been confirmed by Buckingham Palace).</li> </ul>
<p><b>D+1 (the day following the death)</b></p>	<ul style="list-style-type: none"> <li>a) Detailed statement to be issued including details of the Book of Condolence at Ottery St Mary Town Council Offices, a link to the national e- Book of Condolence, flag flying, any 2 minutes silence. To be signed by the Mayor.</li> <li>b) From 9 am, open a Book of Condolence in the reception area of Ottery St Mary Town Council Offices.</li> </ul>
<p><b>Funeral Day</b></p>	<p>At 11:00 hrs the Mayor of Ottery St Mary Town Council leads a 2 minute silence in a public place <b><i>(but wait for confirmation from Buckingham Palace before advertising this).</i></b></p>
<p><b>Day after the Funeral</b></p>	<ul style="list-style-type: none"> <li>a) Union flag taken down at 08:00 hrs.</li> <li>b) Book of Condolence to be closed at 17:00 hrs.</li> <li>c) Letter of Condolence from the Council to be sent to Prince Phillip's Private Secretary asking that condolences be passed to the next of kin and other members of the family.</li> <li>d) Agree where the Book of Condolence (signed in Ottery St Mary Town Council Offices) shall be kept for posterity and future inspection.</li> </ul>



## DETAILED GUIDANCE

### IMMEDIATELY

Action required	Who by?
<p>The CEO will ensure contact is made as a matter of urgency (using the contact numbers provided in a separate appendix) with the following individuals:</p> <ul style="list-style-type: none"> <li>• The Mayor</li> <li>• Town Councillors</li> <li>• Staff</li> </ul>	The CEO

### Flag flying

Action required	Implemented by
<p><b>On the formal announcement of the Death</b> the Union flag will be lowered to half-mast outside Ottery St Mary Town Council Offices until 08:00 hrs on the morning following the Funeral.</p>	The CEO or Deputy CEO

### Statements by the Council

Action required	Implemented by
<p>The Mayor will issue a statement via the Council Offices expressing the sadness of the Council and people of the Town at the news of the death of HRH Prince Phillip. The statement will also appear on the home page of Ottery St Mary Town Council's Website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. It will also mention any arrangements for an e-Book of Condolence on the Royal website and whether a two minute silence will be observed.</p>	<p>Statement to be issued by the Council Office.</p> <p>The CEO or Deputy CEO .</p>





### Books of Condolence

Action required	Implemented by
<p>On the day following the announcement of the death of HRH Prince Phillip a Book of Condolence will be opened at Ottery St Mary Town Council Offices.</p> <p>Books of Condolence will be open from 10.00 to 14:00 Monday to Friday and will remain open until 14:00 on the day following the funeral.</p> <p>A table and chair will be positioned in a quiet area. Books of Condolence will be supplied by the CEO as will a table cloth, a vase of flowers and a framed photograph of HRH Prince Phillip.</p>	<p>The CEO or Deputy CEO to locate and set up a quiet area with a table and chair.</p>
<p>When the Book of Condolence in Ottery St Mary Town Council Offices has been closed (the day after the funeral) the CEO will discuss with the Mayor arrangements for binding and where the final bound version is to be lodged.</p>	

### Area for laying flowers

Action required	Implemented by
<p>If appropriate to do so an area will be designated outside of Ottery St Mary Town Council Offices for the laying of flowers.</p>	<p>CEO or Deputy CEO</p>

### Events during the period of Mourning

Action required	Implemented by
<p>It will be necessary to review the programme of engagements undertaken by the CEO and Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Mayor with the CEO</p>



### Dress Code

Action required	Implemented by
<p>The Chains of office will not be worn by the Mayor for the duration of the mourning period, instead the badge of office will be worn on a black neck ribbon.</p> <p>A stock of black arm bands and a black neck ribbon will be held and made available by the CEO for use by Councillors and senior officers at any official event during the mourning period.</p>	The CEO

### Marking a Silence (details to be confirmed by Buckingham Palace)

Action required	Implemented by
<p>On the death of HRH Prince Phillip there may be a two minute silence at 11.00 am on the day of the funeral. Precise details will be announced by Buckingham Palace.</p> <p>The Mayor to preside at Ottery St Mary Town Council Offices.</p> <p><u>Those to be invited:</u></p> <ul style="list-style-type: none"> <li>• Parish Chairmen</li> <li>• All Members (to wear black ties and black arm bands)</li> <li>• Police Commander</li> <li>• Fire Commander</li> <li>• Others holding positions of responsibility within the town</li> <li>• The public</li> <li>• Staff</li> </ul> <p>The Public Observing of the Silence to be publicised.</p>	<p>Council Staff to arrange access.</p> <p>Council Staff to ensure that the public are informed by way of a press release and item on the Council's website.</p> <p>The CEO</p>



## Letter of Condolence

Action required	Implemented by	Other Notes
A letter of condolence should be sent to Prince Phillip's Private Secretary asking that condolences be passed to the next of kin and other members of the family.	The CEO on behalf of the Mayor.	