



**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 Jack flag outside of the Credition 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 Credition 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 Chairman.</li> <li>b) From 9 am, open a Book of Condolence in the reception area of Credition 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+2</b></p>	<p>At 16:00 hrs the Chairman of Credition Town Council reads the Proclamation outside Credition Council Offices.</p>
<p><b>D+10 Funeral Day</b></p>	<p>At 11:00 hrs the Chairman of Credition Town Council leads a 2 minute silence outside Credition Council Offices.</p>
<p><b>D+11</b></p>	<ul style="list-style-type: none"> <li>a) Union Jack 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 Credition Council Offices) shall be kept for posterity and future inspection.</li> </ul>



## Detailed guidance

### Immediately

Action required	Who by?
<p>The Town Clerk 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 Chairman</li><li>• Town Councillors</li><li>• Staff</li></ul>	Town Clerk

### Flag flying

Action required	Implemented by
<p><b>On the formal announcement of the Death</b> the Union Jack flag will be lowered to half-mast outside Credition 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>	Town Clerk or Assistant Clerk



## Statements by the Council

Action required	Implemented by
<p>The Chairman will issue a statement via the Council Office 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 Credition 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>Town Clerk or Assistant Clerk.</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 Credition 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 Town Clerk for Credition Council Offices as will a table cloth, a vase of flowers and a framed photograph of the Sovereign.</p>	<p>The Town Clerk or Assistant Clerk 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 Town Clerk will discuss with the Chairman 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>The Chairman of Credition Town Council will make the Proclamation later that day (D+2) at 4.00 pm (the words will be provided by Buckingham Palace) outside Credition Council Offices.</p> <p>A designated area will be identified for the public to lay flowers. (Town Square)</p> <p><u>Those to be invited:</u></p> <ul style="list-style-type: none"> <li>• Parish Chairmen (each to receive a copy of the Proclamation to take back to their towns and parishes to place on village notice boards).</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>Notification of the reading of the Proclamation to be given by the Town Clerk.</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 Town Clerk and Chairman to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Chairman with the Town Clerk.</p>



## Dress Code

Action required	Implemented by
<p>On the death of the Sovereign, the Chains of office will not be worn by the Chairman 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 Town Clerk for use by Councillors and senior officers at any official event during the mourning period.</p>	Town Clerk

## Marking a Silence

Action required	Implemented by
<p>On the death of the Sovereign there will be a two minute silence outside Crediton 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 Chairman 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><b><i>Maroons will be fired to mark the beginning and end of the two minutes silence in Tiverton, Crediton and Cullompton.</i></b></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>Town Clerk</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 Town Clerk on behalf of the Chairman.	



## Protocol to be used when HRH Prince Philip, the Duke of Edinburgh, dies

### 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 Jack flag outside Credition 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 Credition Council Offices, a link to the national e-Book of Condolence, flag flying, any 2 minutes silence. To be signed by the Chairman.</li> <li>b) From 9 am, open a Book of Condolence in the reception area of Credition Council Offices.</li> </ul>
<p><b>Funeral Day</b></p>	<p>At 11:00 hrs the Chairman of Credition 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 Jack 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 Phillips 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 Credition Council Offices) shall be kept for posterity and future inspection.</li> </ul>



## Detailed guidance

### Immediately

Action required	Who by?
<p>The Town Clerk 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 Chairman</li><li>• Town Councillors</li><li>• Staff</li></ul>	Town Clerk

### Flag flying

Action required	Implemented by
<p><b>On the formal announcement of the Death</b> the Union Jack flag will be lowered to half-mast outside Credition Council Offices until 08:00 hrs on the morning following the Funeral.</p>	Town Clerk or Assistant Clerk

### Statements by the Council

Action required	Implemented by
<p>The Chairman will issue a statement via the Council Office 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 Credition 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>Town Clerk or Assistant Clerk.</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 Credition 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 Town Clerk as will a table cloth, a vase of flowers and a framed photograph of HRH Prince Phillip.</p>	<p>The Town Clerk or Assistant Clerk to locate and set up a quiet area with a table and chair.</p>
<p>When the Book of Condolence in Credition Council Offices has been closed (the day after the funeral) the Town Clerk will discuss with the Chairman 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 Credition Council Offices for the laying of flowers. (Town Square)</p>	<p>Town Clerk or Assistant Clerk</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 Town Clerk and Chairman to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Chairman with the Town Clerk.</p>



## Dress Code

Action required	Implemented by
<p>The Chains of office will not be worn by the Chairman 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 Town Clerk for use by Councillors and senior officers at any official event during the mourning period.</p>	Town Clerk

## 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 Chairman to preside at Credition 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>There will be a firing of maroons to mark the beginning and the end of the two minute silence in Tiverton, Credition and Cullompton.</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>Town Clerk</p>



## Letters 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 Town Clerk on behalf of the Chairman.	