



Mourning Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

This Protocol sets out the action to be taken in the event of the death of:

The Queen - (*London Bridge*)

The Prince of Wales - (*Menai Bridge*)

The Duchess of Cornwall

The Duke of Cambridge

The Duchess of Cambridge

Prince George of Cambridge

Princess Charlotte of Cambridge

The Members of Parliament for the Constituencies of which Hackleton Parish Council forms a part

This protocol was approved by Hackleton Parish Council 13th April 2021 To be reviewed April 2024

Implementation of the Mourning Protocol on Hearing of the Death

Action required	Authorised by	Notes
Hackleton Parish Councils' Mourning Protocol will be implemented on the formal announcement of the death of anyone of those persons named above.	Implementation will be authorised by the Parish Clerk or in their absence by the Chairman.	

Statement

Action required	Implemented by	Other Notes
Hackleton Parish Council Chairman will issue a statement expressing the sadness of the Council and people of Hackleton Parish at the news of the death of..... The statement will appear on the front page of the Parish Council website.	The statement to be issued by Hackleton Parish Council from the Chairman. The Clerk will ensure that a copy of the Chairman's statement appears on the Parish Councils website.	Guidance notes on statement content. 'The statement should begin with a suitable expression of the sadness of the Council hearing the announcement.' Details on the e-Book of Condolence on the Royal Website on the death of a member of the Royal Family. Together with details of the

		cancellation of any events, meetings or engagement where appropriate.
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Events During the Period of Mourning.

Action required	Implemented by	Other notes
To review the programme of events, meetings or engagements within Hackleton Parish Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	Implemented by the Chairman and Parish Clerk.	Events will need to be considered. It might be that some of the events begin with a period of silence.

Floral Tributes within Hackleton

Action required	Implemented by	Other notes
The grass area in front of Pinetrees Close adjacent to Main Road will be the designated area for residents to lay flowers during the period of mourning.	Implemented by a Parish Council representative.	Ensure sufficient space without impeding highway or any access routes. Flowers to be cleared at the end of the day of the State Funeral

Public Holiday

Action Required	Implemented by	Other notes
When announced, the day of the State funeral may be a Public Holiday, unless D+10 falls on a Saturday.	Implemented by the Chairman and Parish Clerk	Staff to be advised.