



## IN THE EVENT OF THE DEATH OF A NATIONAL FIGURE

1. **Announcement** – Wait for formal announcement (usually issued by Buckingham Palace).
2. **Flags** – Fly at half-mast.
3. **Statement** – The Chairman would make a statement
4. **Web Page** – A web page could be pre-planned ready to go live in the event of a death (example shown to Members)
5. **Books of Condolence** – The Council should direct people to Books of Condolences in the area.
6. **Letter of Condolence** – The Council should send a letter of condolence in the event of a death.
7. **Laying of Flowers** – The Council should allow for laying of flowers underneath the Flagpole at Northway Community Hub, it should also advise of other nearby locations at which flowers could be laid.
8. **Civic Events** – Any civic events should be cancelled in the event of the death of a Senior Royal/National Figure.
9. **Church Services** – Any church services should be advertised on the web page, as and when the Council became aware of them.
10. **Two Minutes Silence** – The Council should adopt this protocol and advertise it on the web page.
11. **Proclamation Day** – It was AGREED that the Council should not adopt the protocol to make proclamation at parish level.
12. **Photographs** – A photograph should be used for the web page but not the noticeboards if there were costs associated to this.
13. **Notice Boards** – Nothing on noticeboards.