



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



## **OPERATION LONDON BRIDGE / OPERATION FORTH BRIDEG PROTOCOL.**

This protocol sets out the action to be taken in the event of the death of Her Majesty the Queen or His Royal Highness The Duke of Edinburgh (codename Operation London Bridge) and shall only be implemented when and official announcement is made by Buckingham Palace. A 10-day period of state mourning will commence, and the State Funeral shall be held at Westminster Abbey on the 10<sup>th</sup> day; unless this falls on a Sunday, in which case the funeral will be on the Monday.

Upton Churches Together and Upton British Legion were both consulted in order to minimise duplication of action. Neither organisation have a protocol in place and are pleased for the Parish Council to lead in this.

The Clerk/Proper Officer will be the lead for this protocol in the event of the Royal death, in liaison with CW&C Council.

The following actions will be undertaken to mark the occasion:

**Cancellation of meetings/business** – Meetings pre-arranged to be held anytime within the 10 days of mourning will be cancelled/re-scheduled. This includes any event of a celebratory nature (Christmas, Easter and Annual Fun Day) but does not include Remembrance Services. Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business shall be transacted; the Pavilion will be closed.

**Flag** - The Pavilion flagpole shall fly the Union flag at half-mast from the announcement to the day after the state funeral is held.

**Letter of Condolence** – The Parish Council shall pre-arrange a letter offering condolences to the next of kin to be sent to the Royal Archives on the day following the death. The letter will be prepared in advance, approved by the Full Council and reviewed annually. Before publication the Clerk/Proper Officer in conjunction with the Chairman shall review the wording to ensure appropriateness.

**Words of Condolence** – A message of condolence from the Parish Council as a corporate body shall be published on the website, notice boards and social media and released to local press. The wording shall be prepared in advance, agreed by

the Full Council and reviewed annually. Before publication the Clerk/Proper Officer in conjunction with the Chairman shall review the wording to ensure appropriateness.

**Condolence Book** – This shall be placed in the Pavilion lobby on a table alongside an official framed photograph of H.M. The Queen or HRH The Duke of Edinburgh with a black ribbon placed across one top corner of the frame. The book will be made available for parishioners to write their messages of condolence from the first working day after the death until the day after the state funeral has taken place. During the following 9 days of mourning the book shall be taken to various locations within the parish such as care homes, schools, churches and other community halls. Following completion of the open period for signing a letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in the Council Archives.

**In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of [www.uptonbychester.org.uk](http://www.uptonbychester.org.uk) . This shall be arranged with website designer Bob Hadfield and remain in place until the day after the state funeral has taken place.

**In Mourning Covering Image** (for the UPC Facebook page) – From the first day after the death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. This will be arranged by the Clerk/Proper Officer.

**Area for Laying Floral Tributes** – Floral tributes may be laid on the grass verge adjacent to Upton Bowling Green. This information will be published accordingly at an appropriate time. Floral tributes will remain in place until the day after the state funeral has taken place. Once removed the flowers will be disposed of appropriately and wrappings will be recycled.