



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans AL4 0RA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS
Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

Marking the Death of a Senior National Figure

This procedure is for marking the death of any prominent national or local figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

The Queen will be given a State Funeral.

The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

Plans to mark a death should only be implemented when a formal announcement has been made.

Flags

As there is no flag pole within the Parish it will not be possible to fly a flag. However, if there were, it should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral.

Book of Condolence

Any Book of Condolence should be opened on the first working day after the day of death. The Parish Council will provide the paper for the Book of Condolence and it will be available in Highfield Parish Office on Monday, Wednesday and Friday and Colney Heath Parish Office on Tuesday and Thursday. The book will be located on a good-size table covered with a suitable cloth, a chair and a supply of pens will be provided. If a suitable photograph is available, that may be in a frame on the table, or a small flower arrangement could be provided.

The Book of Condolence should be closed at the end of the day following the day of the funeral and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent, once bound, to the County Archive in Hertford.

Events and Activities

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place. The question 'why is it really necessary and appropriate for this event to go ahead' should be considered. For instance, if a fete were to be due to take place during the time of



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mourning, it may not be appropriate, but it might be possible to hold the Parish Council meeting with an appropriate period of silence at the start.

Dress Code

Councillors will be encouraged to dress soberly on official business. The Councillors and the Clerk will be provided with black arm bands.

Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary as appropriate.

Further Reference

Additional information can be found in the National Association of Civic Officers Guidance.

Adopted at a Parish Council Meeting on 8 November 2018 to be reviewed in two years or when legislation dictates.

Signed by Lisa Chaplin, Clerk to the Council