

Clerk and CEO are inter-changeable titles, as are Deputy Clerk and COO.



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

DISS TOWN COUNCIL

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

1. The Council's mourning protocol will be implemented on the formal announcement of the death of any member of the Royal Family (Appendix 1.1). Implementation will be authorised by the Town Clerk or in their absence, the Deputy Town Clerk. See also Chain of Command.
2. On the formal announcement of the death of a Local Holder of High Office (Appendix 1.2) refer to Appendix 4.
3. This protocol sets out the activities to be undertaken by the Town Council in partnership with St Mary's church.
4. The Action Plan provides the detailed actions to be undertaken by whom and when.
5. The Town Council's Maintenance Manager or in his absence the Deputy Town Clerk will organise for the lowering and raising of the appropriate flag in front of the Council Offices.
6. For those wishing to leave a message, a book of condolence will be opened at St Mary's church Monday – Sunday 9am – 5pm. Once closed on the day following the funeral, the Town Council will organise for it to be archived at the District Council. During COVID-19 and in a future pandemic, a message will be displayed on the Council's website directing residents to the physical book and an e-condolence book on the official Royal website at www.royal.uk.
7. Diss Town Council will issue a statement to the media and on its website (Appendix 2).
8. Town Councillors and staff will be invited to attend a service conducted by the local vicar. Should COVID-19 or other pandemic prevent a physical service, this will be conducted virtually.
9. The Town Clerk and Town Mayor will review the Town's Mayor's programme of engagements and other civic events to ensure appropriateness.
10. The Town Mayor will attend a reading of the Proclamation by Broadland & South Norfolk District Councils and appropriate dress code is detailed in Appendices 3 & 4. To avoid unnecessary social contact during the COVID-19 pandemic, the District proclamation will not take place.
11. There will be a two-minute silence in the Market Place lead by the Town Mayor on the day of the funeral (see Appendices 3 & 4). Should a pandemic prevent physical attendance, there will be a virtual two-minute silence lead by the Town Mayor on the day of the funeral OR the outdoor event will take place following strict government guidelines.
12. Floral tributes can be placed on Mere's Mouth at the location marked in Appendix 5 and will be sensitively removed the day following the funeral. During a pandemic and to avoid unnecessary social contact, the laying of flowers on Council grounds will be discouraged.
13. There will be a minute's silence before the start of any Council meetings, if held during what is known as the 'D' days.

ACTION PLAN

When	Who	Action required	Authorised by	Other Notes
<p>D (day of death)</p>	<p>All in Appendix 1</p>	<p>DTC to lower Union flag to half-mast in the event of the death of any member of the Royal family.</p> <p>For local holders of high office, the DTC flag will be flown.</p>	<p>Town Clerk / Chain of Command*</p>	<p>**All flags will be stored in the strong room at the Council Offices</p> <p>The correct procedure for flag-flying is provided on the website of the Flag Institute (www.flaginstitute.org).</p> <p>If D-day falls outside of working hours, flag will be lowered at 8am the next day.</p> <p>If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.</p>
<p>D</p>	<p>Town Mayor / Council Leader</p>	<p>Issue a statement (Appendix 3) via press and on Council's website homepage</p>	<p>Town Clerk / Council Leader</p>	<p>Guidance on the content of the statement is set out in Appendix 2.</p> <p>A banner has been prepared (including an image of The Queen / The Duke of Edinburgh, dates of her / his life & reign). This will link through to the Council's press statement and links to www.royal.uk which will provide official statements from Buckingham Palace regarding lying-in-state and funeral arrangements and www.norfolk.gov.uk</p>
<p>D</p>	<p>As per Appendix 1</p>	<p>A book of condolence will be opened at St Mary's church 9am – 5pm Mon-Sun until the day following the funeral. A table with cloth, chair & suitable photo will be positioned at St Mary's church.</p> <p>During a pandemic, a message will be displayed on the Council's website directing residents to the physical book at St Mary's church and the e-condolence book on the official Royal website at www.royal.uk.</p>	<p>Town Clerk's office</p> <p>St Mary's church</p>	<p>2 x condolence books are stored in the Council's strong room & suitable framed photos have been sourced. Photographs can be downloaded from www.royal.gov.uk</p> <p>Ensure there is adequate paper available in the book & supply of pens. Pages that have been defaced or include offensive comments should be quietly removed until such time as a decision can be taken by the Town Clerk, on whether they should be permanently excluded.</p>

D	Town Mayor	<p>Identify an area within Council's grounds for the public to lay flowers.</p> <p>The Mayor may wish to lay flowers first.</p> <p>During a pandemic and to avoid unnecessary social contact, the laying of flowers on Council grounds will be discouraged.</p>	Maintenance Manager	It is proposed that the area on Mere's Mouth at the location marked in Appendix 5 is used. Residents will be encouraged not to leave plastic or cellophane wrappings so that the flowers can be composted. The compost could be used for the planting of a commemorative tree.
D + 1 (the day following the death of the Sovereign, when the new Sovereign is proclaimed)	For H.M. the Queen only	Flag will – at 11am – be raised to full mast and flown throughout D+1 until 1pm on D+2 at full mast.	Maintenance Manager / DepTC	
D + 1 until funeral D + 1	For other members of the Royal Family identified in Appendix 1.1	Flag will continue to be flown at half-mast until 8am on the day following the funeral	Maintenance Manager / DepTC	The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family the number of days will be fewer.
D + 1 until D + 7	Town Clerk's office	<p>Organise attendance by councillors at a service at St Mary's Church</p> <p>Should a pandemic prevent a physical service, this will be conducted virtually.</p>	Town Clerk	The incumbent Rector should lead a service on the eve of the funeral and the church has the technology to live stream.
D + 1	Town Mayor	Review the programme of engagements undertaken by the Mayor / other civic events for appropriateness	Town Clerk / Town Mayor	
D + 2 until D + 11	H.M. the Queen	Flag lowered to half-mast at 1pm until 8am on the day following the funeral	DTC	The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family the number of days will be fewer.

D + 2 H.M. The Queen only	Town Mayor	Attend Proclamation reading by District Council at 12.45pm. During the COVID-19 outbreak and to avoid unnecessary social contact, the District proclamation will not take place.		The District Council will make its proclamation as soon as possible after the County proclamation preferably before 1pm before the flags return to half-mast. Details of the Proclamation readings will be available on the Norfolk County Council website and at www.royal.gov.uk . Dress code listed in Appendices 4 / 5.
D + 8	Duke of Edinburgh, Prince of Wales or Duchess of Cornwall	Two-minute silence at 11am on the day of the funeral Should a pandemic prevent physical attendance, there will be a virtual two-minute silence lead by the Town Mayor on the day of the funeral.	Lead by Town Mayor in Market Place on raised platform	TBC by Buckingham Palace. Dress code listed in Appendix 5. All members & staff to be invited. Will be publicised via statement.
D + 10	HM The Queen	Two-minute silence at 11am on the day of the funeral Should a pandemic prevent physical attendance, there will be a virtual two-minute silence lead by the Town Mayor on the day of the funeral.	Lead by Town Mayor in Market Place on raised platform	TBC by Buckingham Palace. Dress code listed in Appendix 4. All members & staff to be invited. Will be publicised via statement.
D + 11	Maintenance Team	Flag returned to normal at 8am.	Town / Deputy Clerk	
D + 11	Maintenance Team	Sensitively remove floral tributes	Town Clerk	Planning will take place regarding the logistics of removing floral tributes sensitively composting or donating living plants to local organisations.
D + 11		Close the Book of Condolence / pages	St Mary's Church	The Town Clerk's office will arrange for lodging the book / pages in South Norfolk Council's archives.

*** DTC Chain of Command**

1. Town Clerk
2. Deputy Town Clerk
3. Maintenance Manager
4. Town Mayor
5. Council Leader
6. Chair of Committee (available)

**** Flag-flying**

Date	Flag	Occasion	Notes
6 th February	Union Jack	Her Majesty's Accession	
21 st April	Union Jack	Birthday of H.M. the Queen	
2 nd June	Union Jack	Coronation Day	To remain up until after 10 th June
8 th June	Union Jack	Official celebration of H.M. the Queen's birthday	
10 th June	Union Jack	Birthday of the Duke of Edinburgh	
Second Sunday in November	Union Jack	Remembrance Day	
When it happens	Union Jack	Death of any member of the Royal family / Remembrance Day	
Second Monday in March (8 th March 2021)	Commonwealth	Commonwealth Day	
23 rd April	St Georges	St George's Day	
Last Saturday in June (26 th June 2021)	Armed Forces	Armed Forces Day	
Remainder of year / when it happens	Town Council	When the other flags are not flying / on death of national Local Holder of High Office	

APPENDIX 1 – SENIOR NATIONAL FIGURES AND HOLDERS OF HIGH OFFICE

1.1 MEMBERS OF THE ROYAL HOUSEHOLD

The Union Flag to be flown for the following:

- H.M. The Queen (The Sovereign)
- H.R.H. The Duke of Edinburgh (Philip)
- H.R.H. The Prince of Wales (Charles)
- H.R.H. The Duchess of Cornwall (Camilla)
- H.R.H. The Duke of Cambridge (William)
- H.R.H. The Duchess of Cambridge (Kate)
- H.R.H. Prince George of Cambridge
- H.R.H. Princess Charlotte of Cambridge
- H.R.H. Prince Louis of Cambridge
- H.R.H. The Duke of Sussex (Harry)
- H.R.H. The Duke of York (Andrew)
- H.R.H. The Earl of Wessex (Edward)
- H.R.H. The Princess Royal (Ann)

1.2 LOCAL HOLDERS OF HIGH OFFICE

The Diss Town Council flag to be flown for the following:

- The Prime Minister or former Prime Minister
- Lord Lieutenant of Norfolk
- High Sheriff of Norfolk
- The Member of Parliament for the constituency of which the Civil Parish of Diss forms part
- District / County Councillors for Diss & Roydon
- Serving Member of Diss Town Council

Appendix 2 - Press Statement / Chairman's Tribute to HRH The Duke of Edinburgh (draft)

The staff and members of Diss Town Council are deeply saddened to hear of the death of The Duke of Edinburgh.

The Duke has served our country with great distinction throughout his life and our thoughts and deepest sympathy are with The Queen and the rest of the Royal Family at this sad time. Accordingly, the Council's Union flag will be flown in line with protocol until the day following the funeral.

For those wishing to leave a message, a book of condolence is physically available to sign at St Mary's church. Locations for all books of condolence in Norfolk can be found on the Norfolk County Council website (www.norfolk.gov.uk) and an e-book of condolence is available on the official Royal website (www.royal.uk). Floral tributes by members of the public may be laid on Mere's Mouth in the marked space where the former car parking spaces were situated.

(pandemic specific) In line with Government advice on social contact during this sensitive time, we are asking residents not to lay flowers within the Council grounds.

The Town Mayor will attend the Reading of the Proclamation on the Accession of a new Sovereign by Broadland and South Norfolk District Councils on behalf of Diss Town Council from 1pm on day two after the announcement.

COVID-19 specific - the above paragraph will be removed as the Proclamation will not take place.

There will be a 2-minute silence at the Market Place lead by the Town Mayor on the day of the funeral following strict Covid-19 guidelines OR there will be a virtual two-minute silence lead by the Town Mayor on the day of the funeral.

Diss Town Mayor
Diss Town Council Leader

Appendix 3 - Mourning Dress Code following the Death of The Sovereign

Members and senior officers to follow this guidance at their own discretion.

Members and senior officers are advised to wear black ties or arm bands at official events and public appearances and are advised to wear dark clothing if attending the Proclamation or observing the 2-minute silence.

Chains of office will not be worn for the period of public mourning; instead, badges of office will be worn on black neck ribbons from D-day until and including the day of the funeral.

Note: For all other senior members of the Royal Family, follow the protocol for senior national / local figures in Appendix 4, unless a formal period of public mourning has been announced.

Appendix 4 – Protocol for marking the death of a senior national / local figure

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

- The Prime Minister or former Prime Minister
- Lord Lieutenant of Norfolk
- High Sheriff of Norfolk
- The Member of Parliament for the constituency of which the Civil Parish of Diss forms part
- Serving Member of Diss Town Council

For all the above, the flag will fly at half-mast on D-day. On subsequent days the flag will fly at full mast until the day of the funeral when they again fly at half-mast (8am on funeral day until 8am the following morning).

On the death of any of the above (or other significant person), the Officers will discuss with the Mayor and/or Leader whether books of condolence should be opened.

If there is no formal public mourning period for the deceased, then black ties and/or black armbands can be worn instead from D+1 to the day before the funeral.

A national 2-minute silence may be observed to mark the death of other senior national figures, but this will be advised in the event. A council can still decide to observe a silence even if no national arrangements are in place.

Location for floral tributes

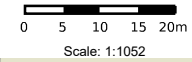
following the death of a senior member of the royal family

X marks the spot

Diss CP

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Date: 01/03/2021



Appendix 5

Junior School

