

TOVIL PARISH COUNCIL

18. OPERATION LONDON BRIDGE PROTOCOL



Operation London Bridge is the code name given to the passing of HM the King. Following the death there will be an official announcement from Buckingham Palace, after which a period of ten days state mourning will follow. Customarily D-Day would be the date of the death and D+10 the date of the full state funeral, D+10 was to fall on a Sunday then the funeral will be held on the Monday. It is recommended that all Councils prepare themselves and be mindful that there may be pre-arranged Council events which may have to be cancelled within the ten day period.

None of the days of mourning should be used in calculating three clear days¹ period is unable to be given prior to a meeting taking place, for this reason meetings may have to be postponed. If the four days between a Council election and the day new members take office fall within the period of mourning the taking office will be delayed until after the funeral.

Any events considered a celebration will have to be cancelled or postponed.

Day of Death

Council Action	Who is Responsible for this?
Ensure that all Union or national flag have been lowered to half mast or add cravats accordingly and any other flags are removed.	The Deputy Clerk and Chairman
Change the web page to include <ul style="list-style-type: none"> • Photograph • A message from the Chairman • Link to the online national book of condolence • Social media posts with a message from the Chairman 	The Clerk

¹ The Local Government Act 1972 s 243

Portrait of the King to be covered with a black ribbon, all notices to be removed from noticeboards and pictures of the King with the black ribbon applied to be displayed on the noticeboards. Black ribbon to be put around the inside of the noticeboards.	The Clerk and Deputy Clerk
A black armband is to be worn by Councillors and staff are to wear black to work during the national period of mourning.	The Clerk is to ensure these actions are carried out.

Days Following the Kings Death

Day	Council Action	Who is Responsible for this?
D+1	<p>Arrange the floral tribute (purple and white) to be placed below the noticeboard at the bottom of Tovil Hill by the Tommy and the Tovil Sign.</p> <p>Ensure Union or National flags are raised back to full mast for Proclamation Day.</p>	<p>Clerk</p> <p>Deputy Clerk</p>
D+2	<p>Ensure flags are returned to half mast after 1.30pm.</p> <p>Proclamation to be displayed on the Parish noticeboards and website.</p> <p>Books of Condolence distributed to the local school and opened at the Community Centre.</p>	Clerk/Deputy Clerk
D+3	Flowers to be laid at the location mentioned above.	Clerk/Deputy Clerk/Chairman
D+10	State funeral will take place (unless D+10 falls on a Sunday)	National Holiday (unless it is a Saturday)

Day+11	<p>All Flags return to full mast at 9am Remove floral tributes and arrange compost.</p> <p>Return home page to normal. Send letter of condolence to the Private Secretary at Buckingham Palace and advise them that a Book of Condolence will be held in the Council archives.</p> <p>Notices returned to noticeboards, the Kings picture to remain.</p>	<p>Chairman and Councillors</p> <p>Clerk</p>
<p>One month after the death</p> <p>First Full Council meeting after death</p>	<p>Portraits of the King removed from the noticeboards and portrait of the new King displayed in the office.</p> <p>The proclamation will be read aloud</p>	<p>Clerk</p> <p>Chairman</p>

The London Bridge box file will be located in the lockable cabinet, in there will be the following.

- A copy of this protocol
- Black ribbon
- Black armbands
- Pre laminated pictures of the king with black ribbon across the top
- Supplier list
- SLCC and KALC General Guidance Notes