

Death of a Significant Public Figure.

1. Introduction

This protocol offers guidance to the elected Members, staff and population within the parish covered by Nocton Parish Council on marking the death of a significant national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements. This document is derived from the template supplied by the National Association of Civic Officers (NACO) and is the adopted template of interpretation and implementation within the Nocton Parish Council.

2. Implementation of the Protocol

The protocol will only be deployed when an official announcement has been made.

3. Proclamation Day

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed).

The Proclamation will be made at St. James's Palace at 11.00 (or 14.00 if it is a Sunday – but this is to be confirmed). The Proclamation is then "cascaded".

It is suggested that local civic leaders should therefore make their Readings at some point after 13.30. on D+2.

4. Official Correspondence

The Chairman will agree a form of words for any comment by or on behalf of the Parish Council. This will be the official form of words to be included in any press release, social media message and also placed on the home page of the Parish Council website. An external link to the Buckingham Palace eBook of Condolence (www.royal.gov.uk) (or other appropriate site) will be made. This link will be removed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday the link will be removed at 5.00 p.m. on the Friday).

5. Books of Condolence

The Parish Council Book of Condolence should be opened on the first working day after the day of death.

The location of the book will be publicised.

Nocton Parish Council may arrange a joint Book of condolence with neighbouring Parish of Dunston

Pages including any questionable comments will be removed until such time as a decision can be taken at senior level regarding permanent exclusion.

Dependant on local circumstances it is suggested that the Book of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 5.00 p.m. on the Friday).

The Book will remain part of the archives of the Parish Councils

6. Two Minute Silence

On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10), should a Parish Council event be happening at this time.