

# BISHOPSTEIGNTON PARISH COUNCIL

## Operation London Bridge Protocol

This protocol sets out the action to be taken in the event of the death of H.M. The Queen or HRH. The Duke of Edinburgh (codename Operation London Bridge) and shall only be implemented when an 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.

The Clerk will be the lead for this protocol in the event of the Royal death, in liaison with TDC. 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 must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) 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 should be transacted.
- **Letter of Condolence** – The Parish Council shall pre-arrange a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death. The pre-written letter shall be prepared in advance, agreed by the full council and reviewed annually (Appendix A). Before posting the Clerk 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, noticeboards and social media and released to local press. This wording shall be prepared in advance, agreed by the full council and reviewed annually (Appendix B). Before publication the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Condolence Book** – This shall be placed in the church of St John the Baptist, Church Road and made available for parishioners to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place. During the following 9 days of mourning the book shall be moved around the village allowing parishioner to leave a message of condolence. The book shall be taken to the school, care homes, village hall & community centre. The black-bordered loose-leaf pages will be in a black ring-binder. This allows for pages to be reordered and for the removal of inappropriate content. Following completion of the open period for signing (approximately 10 days) the pages may be reviewed, reordered and bound. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council archives. The book is to be placed on a table clothed in black with a small appropriate floral tribute (to be refreshed when necessary), a framed photo of H. M. The Queen or HRH The Duke of Edinburgh with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

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Arrangements shall be made for the book of condolence to be taken to all care homes and schools in the parish during this week after death and if required again during the month of mourning.

- **In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of [www.bishopsteignton-pc.org.uk](http://www.bishopsteignton-pc.org.uk) . This shall be arranged by the current website developer and remain in place until the day after the state funeral has taken place.
- **In Mourning Covering Image** (for BPC Facebook page) – From the first day after death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. To be arranged by the Clerk.
- **Area for Laying Floral Tributes** – Floral tributes may be laid on the Village Green, Cockhaven Close. This opportunity will be published accordingly at the time. Only cut flowers in compostable wrappings (with no plastic ribbons/ties or rubber bands) may be laid. The area shall be checked regularly during the week of mourning. These will remain in place until the day after the state funeral has taken place. Once removed the flowers will be composted appropriately.

For alternative locations the District Council shall provide a list on their website of appropriate locations over the district where floral tributes can be laid and will be managed. A link to this information shall be provided to parishioners via the BPC website and social media.