

# BISHOPSTEIGNTON PARISH COUNCIL

## OPERATION BRIDGES

### ACTIVATION POLICY

This policy sets out the procedure which will be followed by Bishopsteignton Parish Council (BPC) in the event of the death of member of the royal family. This includes H.M. The Queen (Operation London Bridge) and HRH. The Prince of Wales (operation Menai Bridge).

The policy shall only be enacted when an official announcement is made by Buckingham Palace. A period of state mourning will commence which, depending on which Monarch, could potentially last up to 10-days. The State Funeral shall be held 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 procedure, 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.
- **Words of Condolence** (ADDENDUM A) – A message of condolence from the Parish Council as a corporate body shall be published on the parish council 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. Before publication, the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **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. Before posting, the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Condolence Book** – This shall initially be placed in the office of Bishopsteignton Parish Council (Community Centre, Shute Hill) 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; a schedule of open times shall be published at the time. During the following 9 days of mourning the pages from the book shall be made available at various locations around the village allowing parishioner to leave a message of condolence. These venues might include the school, care homes, village hall & churches. 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

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### OPERATION BRIDGES continued

appropriate floral tribute (to be refreshed when necessary), a framed photo of the specific member of the royal family with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

- **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.gov.uk](http://www.bishopsteignton-pc.gov.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 wrapping, 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 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.

### ADDENDUM A

#### BISHOPSTEIGNTON PARISH COUNCIL

It is with great sadness Bishopsteignton Parish Council acknowledge the passing of

H... Royal Highness .....

On behalf of Bishopsteignton Parish Council members and parishioners of Bishopsteignton, the Chairman Cllr. .... (*current Chair*) wishes to express sadness felt by this event and convey condolences to H... Royal Highness. .... and the Royal family.

As a mark of respect meeting/events X, Y, & Z are cancelled. (*add meeting/event titles and dates*)  
Rearrangements will be published in due course.

Details of how to show your personal respects using a physical and/or virtual condolence book service are available here (*link to Buckingham palace & BPC webpages*) or with flowers placed at the Village Green (*link to BPC webpage*)