KAMM BRONN
CAMBORNE TOWN COUNCIL

POLICY AND PROTOCOL FOR THE DEATH OF SENIOR NATIONAL FIGURES AND LOCAL CIVIC OFFICE HOLDERS

Reviewed and adopted in a meeting of Full Council 9th October 2026

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1. Introduction

Camborne Town Council recognises that a formal procedure is required to mark the death of a senior national figure or local holder of high office is adopted. These guidance notes have been produced from those issued by SLCC and NACO (National Association of Civic Officers). They set out protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greater number of ceremonial elements.

This procedure should be implemented by the Town Clerk or in their absence, the Chair or Vice-Chair of the Council.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

It might also be appropriate to use elements of the procedure when responding to an incident which has led to many deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street. This would be at the discretion of the Chair and Town Clerk.

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

- HM The King
- HM The Queen
- HRH The Prince of Wales
- HRH The Princess of Wales
- Other Members of the Royal Family with the title of HRH.

The protocol also provides guidance in recognising the deaths of the following individuals: -

- The Prime Minister
- The Lord-Lieutenant and Vice Lord-Lieutenant
- The High Sheriff
- The Chair and Vice-Chair of the Council
- The Mayor and Deputy Mayor of the Town Council
- Honorary Freemen and Freewomen of the Parish
- Members of the Council
- The Member of Parliament for the Parish's constituency

2. Implementation of the Protocol on hearing of the death

Camborne Town Council's mourning protocol will be implemented only when a formal announcement has been made by Buckingham Palace / Downing Street of the death of any one of those persons named on page 3 (above) of this protocol. For instance, if news agencies are saying that "*reports are coming in of the death of …*." it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines of "*it has been announced by Buckingham Palace/Downing Street that …*".

Implementation will be authorised by the Town Clerk or in their absence, the Chair or Vice-Chair of the Council.

Operation Menai Bridge is the code name for planning for the death of HM The King. This civic operation would be instigated from the first day of death of HM The King.

Flying of a flag at half-mast will always be appropriate. Other decisions may be appropriate as well,

such as whether:

- To fly other union flags with mourning cravat
- To read the Proclamation
- To insert a mourning front page to website
- To cancel or reschedule meetings or events
- To have a designated flower laying area
- To consider a dress code
- To open a Book of Condolence
- To mark a silence (and how and where)

3. Timetable for mourning

The timetable for national mourning is expected to be:

- D Day Date of death
- D+1* Proclamation Day (London)
- D+2* Proclamation Day – 12.30hrs High Sheriffs
  13.30hrs or after, Civic Leaders
  16.00hrs Parish

Councils

- D+? Middle Sunday Civic Service
- D+4 to D+9 Lying in State
- D+10 Date of funeral (if D+10 is a Sunday, D+11) Two minutes silence to observed by STC at 11.00hrs (*applies to the death of the sovereign only)

On the death of the sovereign, at 16.00hrs on D+2 the Chair shall read a local proclamation in the Parish. Other members of the Town Council will be in attendance to hear the reading of the proclamation and invitations should be made to residents via the Council website/social media/noticeboards.

Please note: -
That the date of Proclamation Day could change due to bank/public holidays, Christmas, elections, etc. In those circumstances follow the lead from Buckingham Palace. If the place of death is in Scotland, plans will change. If D+10 falls on a bank/public holidays unless on a Saturday, there will be no extra day.

4. Proclamation Day Schedule

In the case of the death of the Sovereign, the day following the death (D+1) will be Proclamation Day, which is the day the new Sovereign is proclaimed.

D+1 The Proclamation will be made at St. James' Palace at 11.00hrs (14.00hrs. if it is a Sunday). The Proclamation will then be "cascaded". At noon on Proclamation Day, it will be read at the Royal Exchange in the City of London.

D+2 At noon on D+2, it will be read in Edinburgh, Cardiff and Belfast.

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and then Town and Parish level. High Sheriff's will read the Proclamation at County level along with Lord Lieutenant's. Most High Sheriffs are expected to make their readings at 14.00hrs. on D+2. It is suggested that local civic leaders should therefore make their readings at or after 16.00hrs

In all cases, following the county level Proclamation, where a local authority wishes to make the Proclamation, it is important that thought is given to the following:-

- Who will read the Proclamation?
- Who will ring the bells and when?
- Where is the location that the Proclamation will be read?
- What are the arrangements that will be made to tell the public in advance of the reading of the Proclamation?
- Who will be invited to be present?
- Who will be in the platform party?

The wording of the Proclamation to be read out will be available from the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk). The High Sheriff of Cornwall will also have a copy (The High Sheriff - The Lord Lieutenant of Cornwall)

The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St. James Palace on D+1 and that is probably the easiest way to get a copy for reading on D+2.

A public event will be held where the Chair of the Council will read a statement from the Council and the proclamation at 1400hrs on the day following Proclamation (D+2)

The statement from the Council will appear on the homepage of the website.

5. Flying the Flag

Following the death of the Sovereign or other members of the Royal Family, at the request of the Town Clerk/Chair, the Union Flag will be lowered to half-mast, and the following shall apply:-

D Day	Union Flag at half-mast.
D+1	Flags at half-mast until 11.00hrs.
D+1	Flags flown at full mast for Proclamation.
D+2	Flags return to half-mast unless local Proclamation.
D+2	Flags full mast for Proclamation then returned to half-mast. At 8.00 a.m. the day following funeral, flags to return to full mast or removed. For the death of someone *other than* the Sovereign, the flag shall remain at half-mast until D+11 when it will return to full mast.

6. Book of Condolence

On the first working day following the announcement of the death of The King, The Queen, Prince of Wales or the Princess of Wales a Book of Condolence will be opened in the Parish. The condolence book will be on a table, dressed in a black tablecloth with a photograph of the deceased (framed and with mourning ribbon).

A loose leafed folder will ensure that pages can be re-ordered in case the Chair and others cannot be the first to sign the book; their signatures can be on the first page of the bound book.

The Book of Condolence will remain open until 1300hrs on the day following the funeral.

An online book of condolences should also be set up for those who are unable to get to any of the locations.

7. Focal point for grief

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember.

It will be requested that no plastic/cellophane is used. Flowers will be collected at 0900hrs on the day after the funeral and composted. There will be a ceremonial removal of the flowers. During this removal, the first bouquet/flower will be collected by the Chair of the Council. The compost will be used to fertilise a tree which will be planted in memory of the deceased by the Chair at a location to be determined by the Town Clerk and Chair. Commemorative items such as stuffed toys will not be allowed.

8. Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Chair should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Where school visits are scheduled, it might be helpful for the Chair to spend time with the children to talk about the events that are unfolding. This should not be pressed upon a Chair who is not comfortable with taking on such a role.

9. Dress Code

When conducting public business, Councillors may wish to consider wearing black ties/dark clothing on the day of the death, day of the funeral and period of public mourning.

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black armband. Black arm bands will be provided by the Council. Council members will be required to supply their own black tie. On the day or the death, on the day of the funeral and during the period of public mourning, the Chair's chains of office should include a black ribbon.

10. Public Observance of Silence

On the death of the Sovereign there will be a two-minute silence at 1100hrs. on the day of the funeral (D+10), which will be a public holiday (unless D+10 is a Saturday).

The Chair may wish to lead the silence in an appropriate public place and thought needs to be given as to where that might be. Consideration should be given on who will be present and how the beginning and end of the silence should be marked. It should be made public via social media, press releases and website.

It may be that silence will be kept for other members of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

11. Letter of Condolence from Camborne Town Council

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new

Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent. The Chair may wish to agree a form of words for a message, expressing sorrow at the news of the death. It might go on to state that flags will be flown at half-mast. If it is an occasion where Books of Condolence will be opened, then reference could be made to that. When a decision has been taken on the Chair's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will be held with a period of silence.

This may be the form of words included in a press release, social media message or on the home page of the website.

12. Social Media / Press

The Chair may wish to agree a form of words for a message, expressing sorrow at the news of the death. It might go on to state that flags will be flown at half-mast. If it is an occasion where Books of Condolence will be opened, then reference could be made to that. When a decision has been taken on the Chair's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will be held with a period of silence.

This may be the form of words included in a press release, social media message or on the home page of the website. Upon the death of those individuals listed below the following will apply.

- The Lord-Lieutenant or Vice-Lord Lieutenant
- The High Sheriff
- The Mayor or Deputy Mayor

    a. The lowering of the Union Flag and Council Flag (if flying) to half-mast as soon as possible
    b. A message expressing the Council's sympathy will be published on the Council website/social media
    c. The Chair or Vice-Chair of the Council will attend the funeral (if appropriate)

- The Chair or Vice-Chair of the Council

    - The lowering of the Union Flag and Council Flag (if flying) to half-mast as soon as possible

    - A message announcing the death will be published on the Council website/social media: *It is with deep sorrow that we announce the death of The Chair/Vice-Chair of the Council, Councillor first name second name. Camborne now enters a period of civic mourning to mark the passing of The Chair/Vice-Chair. Further announcements will be made in due course.*

    - The Council website colour scheme shall switched to black until the day after the funeral

    - Social media channels shall have a black logo and black cover image until the day after the funeral

    - Organisations in the Town such as the Schools, Social Clubs and residential homes shall be politely requested that any Union, St Piran or St George's Flags already flying, to be lowered to half- mast until the day after the funeral

    - The family of the deceased shall be offered a Civic Funeral which shall consist of:
        - Invitations to the Mayor or Deputy Mayor of the Town, Neighbouring Parish

Chair's/Town Mayors, Honorary Freemen/Women, Members of the Council, Past-Chair's of the Council, Royal British Legion to attend the funeral

- The Council Flag will be provided to the funeral directors to be draped on the coffin of the deceased for the funeral
- The coffin of the deceased shall have the Chain/Badge of Office adorned
- Six or Eight Members of the Council wearing black and Council pins shall form a guard of honour to accompany the coffin of the deceased as it approaches the Church/Chapel
- The Chair or Vice-Chair (none deceased) shall be wearing their Chain/Badge of Office with a black ribbon over the badge
- A Council wreath to be placed on the coffin or in the hearse

- At the next meeting of the Council, a black ribbon shall be tied around the usual chair of the deceased and a 2-minute silence observed followed by an item to consider tributes from members

- Honorary Freemen/Women of the Parish
- Members of the Council
- The Clerk
- Past-Chair's of the Council
- Honorary Freemen/Women and Aldermen of the Borough (if deemed appropriate by the Clerk/Chair of the Council)

  - The lowering of the Council Flag to half-mast as soon as possible until the day following the funeral
  - A message expressing sympathy of the death will be published on the Council website/social media: *The Council is saddened to hear of the passing of title, first name surname*. Followed by a sentence detailing the deceased service and the Council's thoughts are with the family and friends of the deceased
  - The Chair or Vice-Chair of the Council shall be expected to attend the funeral of the deceased
  - At the next meeting of the Council a black ribbon shall be tied around the usual chair of the deceased (if serving at time of death) and a 1-minute silence observed followed by an item to consider tributes from members

Appendix A

Suggested statement by the Chair and reading of the Proclamation

"We come together this afternoon following the passing of our late Sovereign, King Charles the third. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by the late King. Today's ceremony marks the formal Proclamation to the people of Camborne and the beginning of our new King's reign.

Yesterday, the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The King's death are raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task that the High Sheriff of Cheshire discharged earlier this afternoon and with my humble duty I now call on the Chair of the Council to read the Proclamation to the people of Camborne.

Ladies and gentlemen, the Proclamation of the Accession."

READ THE PROCLAMATION (This will be available from the Buckingham Palace website www.royal.gov.uk or the Privy Council website www.privy-council.org.uk)

At the end of the Proclamation the Chairman will say:
God Save The King

Official guests repeat:
God Save The King

All present join in saying: God Save The King. One verse of the National Anthem to be

played. Finally, the Chair will call for three cheers for His Majesty The King.

NB:
The statement should begin with a suitable expression of sadness of the Council on hearing the announcement. It might go on to state that flags will be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement from the political leadership.

Appendix B

Invitees to reading of Proclamation D+2

Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a two-minute silence.

- All members of the Council
- Parish Clerk
- Past Chair's of the Council
- Police
- Fire & Rescue
- Local civic guests
- Schools
- Church leaders
- Care homes
- Other community groups

The High Sheriff will have read the Proclamation at County Level but that does not prevent a Parish Council from also inviting the High Sheriff to be present at subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Parish.

Appendix C

Flying flags at half-mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport. Details can also be found on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Department for Culture, Media and Sport and Flag Institute is adhered to strictly.

Half-mast means the flag flows two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45º from the vertical, but a mourning cravat can be used instead.

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.

Upon the death of those individuals listed below, the Union flag at the Civic Flagpole will be lowered to half- mast at the announcement of their death and be marked by a minute Silence at the next meeting of the Council. It will remain at half-mast until 8am on the day following the funeral.

- The Prime Minister (time and place of Silence to be directed by the Sovereign/Government)
- The Lord-Lieutenant or Vice-Lord Lieutenant (time and place of Silence to be directed by the Clerk)
- The High Sheriff (time and place of Silence to be directed by the Clerk)
- The Chair or Vice-Chair of the Council (time and place of Silence to be directed by the Clerk)
- The Mayor or Deputy Mayor of the Borough (time and place of Silence to be directed by the Clerk)

Upon the death of those individuals listed below, the Council flag at the Civic Flagpole will be lowered to half-mast at the announcement of their death and be marked by a minute Silence at the next meeting of the Council. It will remain at half-mast until 8am on the day following the funeral.

- Past-Chair's of the Council
- Members of the Council
- Honorary Freemen and Freewomen of the Parish

Appendix D

Guidance on Marking a death during a pandemic or other national emergency (From NACO guidance issued August 2020)

Background

The guidance in the main procedure document has a common theme of bringing people to together share sadness and reflect. The coronavirus pandemic is an example of a situation that necessitates remodelling procedures where there are severe restrictions on movements.

NACO has provided suggestions for alternative arrangements that the Parish Council may wish to consider putting in place in such a scenario and state:

"With the greatest sadness, it has to be recognised that the preservation of life and the care and well-being of the living must take precedence over acts of mourning and the remembrance of those who have died."

Implementation

Arrangements remain the same: only following a formal announcement.
Staffing: where there is a possibility of staff being off sick/isolating make sure that sufficient people are fully briefed on implementation to safeguard plans.

Flag Flying

Where arrangements exist to ensure that only essential staff are going to their place of work it is suggested that no one should be required specifically to travel to various buildings to lower flags to half-mast. If staff are resident on the premises where a flag is being flown and can lower it to half-mast then by all means do so, but the health of the wider community outweighs the need ask staff to leave their homes and travel around to lower flags at other sites.

This would also apply to the raising and re-lowering of flags for any Proclamation ceremony.

Books of Condolence

Where public health is an issue the Council may feel it is unsafe to open physical books of condolence.

Action: consider using online books of condolence where these are available and clearly signposting members of the public to this facility using social media and posters on noticeboards if safe to do so.

Organisation of Local Events

Where bringing people together within the local community is not possible:

- Consider postponing plans to hold events (including civic church services). Use social media (and posters on noticeboards if safe to do so) to explain that arrangements will be made to hold these events when restrictions are lifted, and it is safe to do so.
- It is hoped that television broadcasters will step in to fill gaps should the need arise.

Laying of Flowers and Donations

The Council may wish to actively discourage people from laying flowers whilst it is unsafe to do so. Use social media to explain the reason for the decision.
An alternative might be for the Council to suggest that people make donations in lieu of a floral tribute if they wish to. However, it needs to be made very clear that the Council understand the enormous financial pressures that the current situation is placing on some people and that nobody should feel obliged to donate.

Further information is available at www.nationalemergenciestrust.org.uk However, do be alert to any announcement by central government or by Buckingham Palace of any alternative

arrangements for the making of donations, but in the absence of any such national guidance the National Emergencies Trust seems to be an extremely appropriate cause in the current circumstances.

Cancellation of Existing Planned Events
All events (e.g. lunches, dinners, receptions, or fundraising events) during a pandemic situation are likely to have been cancelled and if not, it is suggested that they should be.

Proclamation Day

Should there be a Proclamation to be made during the duration of the current crisis this can clearly not be a public event on the scale that many Councils had planned. This is another area where social media can come into play. The announcements that were to have been made during public ceremonies could be made direct to camera and made available on social media.

However, this will need to be done within the constraints placed on everyone by the travel restrictions. The person reading the words will need to be able to do so using a mobile phone or other similar device and then upload the piece to social media or forward it for someone else to upload. There can be no question of staff being asked to travel to someone's home to film them.

Again, it is important to build in some resilience into these plans. It may be that the list of possible people to make a proclamation should be extended so that if absence of IT capacity, illness or the need for social distancing prevents those you had planned to involve, then there are others who could take over.

At county level the list might well include ", Lord-Lieutenant, High Sheriff, Under Sheriff, Vice Lord- Lieutenant, Chair or Lord Chair of the county Parish or city, Deputy Lord Chair, or County Council Chair's,". In Towns, "Chair, Deputy Chair, Immediate past Chair, a Deputy Lieutenant, Chief Executive".

The Parish Council should maintain "the cascade" approach so that County level proclamations go on-line ahead of those by Boroughs and Districts and in turn that those should precede those by Parishes and parishes.

Social Media
Consideration should be given to effectively using social media: To express sadness at the loss of life.

- To explain that the Council had appropriate plans in place.
- To recognise that the preservation of life and the care and well-being of the living must take precedence over acts of mourning and the remembrance of those who have died.
- To notify people of the necessarily limited response you are making in the current situation.
- To reassure people that when restrictions are lifted and it is safe to do so, there will be opportunities to come together to reflect and mourn.

NB: All condolences to be in English and CORNISH.