



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

Tel: 01837 880121

e-mail: townclerk@northtawtontowncouncil.gov.uk

This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Death of a Senior National Figure
Approved and Ratified date:	21/07/2025
Minutes Reference:	081:25/26
Review date:	July 2027
Version no:	V2

Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

Local Councils are advised to be prepared and to have considered the actions that the Council will take following the death of a senior member of state (HM King Charles III, Queen Consort). This policy sets out the arrangements that the Council is aware of, however, any guidance from Buckingham Palace that deviates from this policy will be followed.

Period of State Mourning

Following the passing of a senior national figure and the official announcement from Buckingham Palace, a ten-day period of state mourning will follow. D-Day being the date of the death and D+10 the date of the full state funeral, unless D+10 falls on a Sunday, then the funeral will be held on D+11, Monday.

Events

The Local Government Act 1972, s.243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a council meeting, or anything that is required to be done. Therefore, Council meetings may need to be postponed until after the funeral has taken place. Similarly, if the four days between a council election and the day new Members take office fall within the period of mourning the taking of office will be delayed until after the funeral.

If Remembrance Sunday falls within the ten-day period of mourning, remembrance services will continue as normal with added prayers. If National Beacon Lighting and/or Bell ringing are planned these will be cancelled as they are a sign of celebration. Other activities such as performances, galas, opening events, carol service, markets, and light switch-on will be cancelled or rescheduled.

Flags

If possible, the Council will fly the Union Flag at an angle on the front elevation of the Town Council Office throughout the period of mourning. The exceptions being D+1 and D+2, Proclamation Day, when the new Monarch is Proclaimed (Operation Spring Tide).

Flags will be returned to normal by 9am the day after the funeral.

Website/Social Media

The home page of the website will be overwritten with portrait of the senior national figure.

The Chairman, in conjunction with the Town Clerk, will prepare a statement on behalf of the Council. The statement will be posted on the council's website and social media pages. Details of any cancellations will be included.

Portraits

A suitable portrait will be displayed alongside the Book of Condolence. The portrait will have a black ribbon placed diagonally across one top corner, as will any other portraits of the Council may have on display at the time. These ribbons will be left in situ for one month.

Condolence Books

A hard-backed book or loose-leaf condolence book or folder containing condolence sheets will be provided and made available at the Church and Town Council Office.

Following D+11, the condolence book/folder will be collated, and a letter sent to the Private North Tawton Town Council

Death of a Senior National Figure – July 2025. 081:25/26

Secretary at Buckingham Palace advising that a Book of Condolence is held in the Council archive.

Floral Tributes

An area for the laying of flowers will be provided at the Stone Cross in the Churchyard.

Flowers should be left unwrapped, with cellophane removed. They will be collected the day after the funeral by a member of the Council staff and composted.

Proclamations

The National Proclamation will be read in London on D+1. Then on D+2 in Edinburgh, Belfast and Cardiff. County Proclamations are normally read by the High Sheriffs on D+2.

Chairman will read the proclamation outside of the Town Hall. Flags should be flown at full-mast for proclamation readings.

Bells

If the death is announced before 12noon on D-Day, every Church will toll one bell for each year of their life – if the announcement is made after 12noon the Bell will be tolled on D+1 at 12noon.

Church Service

The Dioceses will arrange civic services in cathedrals and major churches on the mid Sunday of the ten-day mourning period. Local parish churches will be encouraged to hold services on the eve of the state funeral.

The Clerk will consult with the clergy to arrange attendance by the Chairman.

Public Holiday

On the day of the death employees can be sent home early.

The day of the State Funeral will be a Public Holiday, unless it falls on a Saturday.

Contingency Planning

If the death occurs during a pandemic or other similar event the Council will need to act accordingly.

Public service and declarations may need to be cancelled or delivered online. It may not be possible to provide a 'hard copy' book of condolence.

Adopted: 21ST July 2025

Minute Ref: 081:25/26