

Operation Bridge Protocol

Adopted 28th February 2024

1. Context

Lingfield Parish Council recognises that it must be prepared to react appropriately and proportionately when a member of the Royal Family dies. This plan provides information on the actions and responsibilities for delivery of each step.

Code Names

Menai Bridge

King Charles III

Day	Event	Action
D	Day of Death	Union Flag flown at half mast
D+1	Proclamation Day (Sovereign only) 11am	Union Flag raised to full mast from 11am
D+2		Union Flag returned to half-mast 16:30
D+?	Middle Sunday – Civic Service	Union Flag flown at half mast
D4-6 to 9	Lying in State	Union Flag flown at half mast
D+10	Date of Funeral	Union Flag flown at half mast
D+11	Date of Funeral (if D+10 is a Sunday) Day after funeral	2 minute silence at 1100hrs led by Chair 8am Union Flag raised to full mast

2. Protocol

2.1 Implementation of the protocol

Plans to mark a death should be implemented only when a formal announcement has been made, i.e. an announcement from Buckingham Palace / Downing Street.

The Clerk and/or Chair shall be responsible for implementing the plans defined herein.

The Clerk shall publicise a request that where Union Flags are available, these are flown at half-mast.

The Clerk shall notify the Website provider to implement the website protocol, defined herein.

2.2 Book of Condolence

OPTION A

Lingfield Parish Council will follow the wishes as expressed by King Charles and communicated by Buckingham Palace, but if no contrary instructions are received then a book of condolence will be opened on D+1 in the Lingfield and Dormansland Community Centre. The book will be placed in an easily accessible, but quiet location, allowing those signing the book a moment of privacy and quiet reflection.

The Chair shall write a message on behalf of the Parish, which shall also be published on the Council's website. This message shall include reference to the book of condolence and be the first to be added to the book of condolence.

Following the funeral the condolence book shall be bound, as per the council's minute books and be placed on deposit with the Heritage Centre.

OR

OPTION B

The Parish Council will publicise details of where books of condolence are available locally to sign. These may be organised by churches, community groups, District and County Councils.

2.3 Council website protocol

A black homepage, featuring a photo of the deceased, their birth and death years and links to the main website and information on local tributes (condolence books, church services, proclamations) will be added to the Council website until 8am D+11.

A message from the Chair will be published – an example is shown in Appendix A of this plan.

2.4 Proclamation Day Protocol (Sovereign only)

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's Palace at 1100hrs (or 1400hrs 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 by the Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once the Proclamations have been made it is appropriate for the Proclamation to be read at County, District and then at Parish level. Local civic leaders should make their readings at or after 1600hrs to ensure all others have preceded theirs.

The Chair of Lingfield Parish Council will make the Proclamation at 1600hrs at the **[War Memorial] OR [Parish Church]**. Notification of this will be added to the Council website. All members of Lingfield civil parish will be invited to attend and members of the Council will join the Chair on the 'platform'.

Proclamation Day - Form of words

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's Palace on D+1, this is the easiest way to get a copy for reading on D+2.

Suggested Words for the Ceremony:

For the Chair:

“We come together this afternoon following the passing of our late Sovereign, King Charles III. 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 our Monarch. But the basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of Lingfield 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 rein.

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 which the High Sheriff of the County of Surrey discharged earlier this afternoon and with my humble duty I now call on [Name] to read the Proclamation to the people of Lingfield. Ladies and Gentlemen, the Proclamation of the Accession”

READ THE PROCLAMATION

At the end of the Proclamation, the Chair will say “God Save the King”.

Official guests repeat “God Save the King”.

All present join in saying “God Save the King”

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

The Union Flag will be returned to half-mast at 1630hrs.

3. Activity during the period of mourning

3.1 Council business

Council business will continue as usual. Meetings and certain events may proceed, but this will be determined at the time and be announced to the Parish accordingly. The Clerk and Chair shall determine what is appropriate and will take on board advice from appropriate bodies.

3.2 Parish events

Should any Parish events coincide with the mourning period, the organiser will be contacted by the Council and the protocol for cancelation / proceeding be agreed.

In the event that the Council is hosting an event during the mourning period, the Council will decide on whether to proceed or not.

APPENDIX A

Example of Chair's message

It is with great sadness that Lingfield Parish Council has learned of the death of XXXXXXXXXXXXXXXX. On behalf of Lingfield Parish we extend our deepest sympathies to all members of the Royal Family. Our thoughts are with them at this time.

The Flag at the War Memorial will be flown at half-mast until 8am on the morning following the funeral. We politely ask that any other flag flown in the Parish at this time is also lowered for the period.

We understand that residents of the Parish may wish to record their personal thoughts and messages in a Book of Condolence (DETAILS HERE) or members of the public may prefer to use the online book of condolence once it has been opened and will be available on <https://www.royal.uk>

During this time the Royal Family have asked that members of the public consider donating to charity instead of leaving floral tributes in memory of XXXXXXXX.