

**FELTHORPE PARISH COUNCIL
OPERATION LONDON BRIDGE PROTOCOL (DEATH OF A SENIOR ROYAL)**

This protocol sets out the action to be taken in the event of the death of H.M. The Queen (codename Operation London Bridge).

1. Plans to mark a death will be implemented once a formal announcement has been made (via the Press Association, BBC and placing of a notice to the gates of Buckingham Palace). The Clerk will be the lead for this protocol in the event of the Queen's death. The following actions will be undertaken to mark the occasion:

1.1 A Book of Condolence will be opened on the 1st working day after the day of death, available in The Pavilion during opening hours each day until the day after the funeral. The book will be loose leaf situated on a table covered with a black cloth with a supply of pens, a suitable photograph in a frame will be placed on the table with a small flower arrangement. Paper with a black border and wide left-hand margin, hole-punched to fit in a loose leaf binder will be used to allow for pages to be re-ordered if required. This will then be stored in Winchester Archives and a letter sent to the Private Secretary at Buckingham Palace to acknowledge this.

1.2 The Chair of the Parish Council will prepare suitable wording which will be posted on the Parish Council's website, along with a photograph of The Queen.

1.3 Any events or meetings arranged by the Parish Council during the 10-day mourning period are subject to cancellation with a view to being rearranged.

1.4 A list of any changes in events and details on what the Parish Council will undertake during this period will be advertised on the website.

1.5 The date of the State Funeral will be a Public Holiday, unless the date falls on a Saturday. Staff and councillors will be liaised with as appropriate.

2. Deaths of other senior Royals

In the event of the death of another senior Royal, the Parish Clerk in discussion with the Chair, will judge public feeling as to whether a book of condolence

should be opened locally and whether events and meetings should be rearranged.