LOGGERHEADS PARISH COUNCIL
MARKING THE DEATH OF A SENIOR NATIONAL FIGURE
PROTOCOL

Approved by Council:
Date of Review: May 2026

1. Introduction

This protocol offers guidance to the elected Members, staff and population within the Parish covered by Loggerheads Parish Council on marking the death of a senior national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This document is derived from the template supplied by the National Association of Civic Officers (NACO) and is the adopted template of interpretation and implementation within the Loggerheads Parish.

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

- HM The Queen
- HRH The Duke of Edinburgh
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Wales
- HRH Princess Charlotte of Wales
- HRH Prince Louis of Wales
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Earl of Wessex
- HRH The Countess of Wessex
- HRH The Princess Royal

- The Prime Minister
- The serving Member of Parliament for Stone
- A serving Chairman
- A serving member of the Council
- A Former Chairman of the Council

2. Purpose

- To ensure that formal protocols are observed throughout the period from formal announcement to stand down after the state funeral
- To provide the public with outlets for demonstration of grief and sympathy in a manner that observes formal protocols and maintains respectful behaviour
- To provide accurate and timely information to the public and external partners

3. Implementation of the Protocol on hearing of the death

Plans to mark a death must be implemented only when a formal announcement has been made by definite or specific announcement (i.e. ‘it has been announced by Buckingham Palace/Downing Street that...)’.

For the death of the Sovereign or another senior member of the Royal Family the clerk will cascade information through the community to ensure timely decisions and notifications can be made.

For other figures, there may need to be consultation at the time on the ways in which such a death should be marked.

Appendix 1:	Protocol to mark the death of the Sovereign	
	Action Required	**Implemented By**
Date of Death (D Day)	Plans to mark a death must be implemented only when a formal announcement has been made (i.e. 'it has been announced by Buckingham Palace that...)' An official or suitably worded statement, with accompanying image will then be placed on the website. In addition, the website will be adapted with a pop-up announcement consisting of the same wording and image until the day after the funeral (D Day + 11 days) An official or suitably worded statement, with accompanying image will then be placed on all Council-operated social media channels. The profile photo will be blackened. The banner will be blackened, or adorned with an official or suitable image until the day after the funeral (D Day + 11 days) Flags, if applicable, will be lowered to half-mast on D Day until 11:00am the next day	Parish Clerk And / Or Chair / Vice Chair
D Day +1	Following the death of the Sovereign, the day after, Proclamation Day (London), The Accession Council will read a statement proclaiming the new Sovereign in a statement from St. James' Palace (11:00am if it is a weekday, 14:00pm if it is a Sunday) Flags, if applicable, shall be returned to full mast at 11:00am on the morning of Proclamation Day until 13:00pm the following day (D Day +2 days) Books of Condolence will be opened at the County, Borough, District and Parish Councils (where the latter has a recognised business premises); as well as local Churches. An official portrait or other suitable image of the Sovereign shall be displayed next to Book of Condolence with a black ribbon on the top right corner, and accompanied by a suitable flower arrangement on top of a white tablecloth A letter of condolence will be sent to the Private Secretary in the names of the Chair and Vice Chair	The Accession Council Parish Clerk And / Or Chair / Vice Chair Chair and / or Vice Chair will be invited to the reading of the Proclamation Local Churches
D Day +2	The following day, Proclamation Day (All	Parish Clerk; but

	other locations), the Proclamation will be cascaded down to County, Borough, District Councils; and will be read from the nearest Civic Building	the reading of the Proclamation is optional for Parish Councils
D Day +3 (or 'Middle Sunday')	Civic Services will be held	Parish Clerk And / Or Chair / Vice Chair Local Churches
D Day + 4 - 9	Lying in State	**-**
D Day + 10	State Funeral	**Public Holiday**
D Day + 11	Period of Mourning Ends Pop-ups will be removed from websites, and social media channels will revert to usual display Books of Condolence will be archived by the Parish Council Flags, if applicable will be returned to full mast	Parish Clerk

Dress Code	Whilst flags are at half-mast it is appropriate for black ties/scarves to be worn by the **Chairman, Councillors and staff of the Parish Council**, or blank armbands if preferred (Clerk can supply). On occasions where a full Council meeting falls during the period of mourning or on the death of the Sovereign and when the Proclamation is read it is appropriate for all Councillors and members of staff to wear a small black rosette (self-supplied) or a black armband (the Clerk has a supply).
Council Meetings	Prior to the period of mourning, meetings of the Parish Council which have been called in accordance with the relevant statutory notice period may still be held, although a decision will be taken with respect to the appropriateness of doing do, but all ensuing meetings will be postponed with immediate effect.
Marking a Silence	The death of a Senior National Figure may be marked by a National Two Minute Silence. On the death of the Sovereign there will be a Two Minute Silence at 11.00am on the day of the funeral (D+10). It may be that Silence will be kept for other members of the Royal Family; advised for the day of the funeral as part of the funeral service.
Public Holiday	The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.

Appendix 2:	Protocol to mark the death of HRH Duke of Edinburgh / Prince of Wales	
	Action Required	**Implemented By**
Date of Death (D Day)	Plans to mark a death must be implemented only when a formal announcement has been made (i.e. 'it has been announced by Buckingham Palace that...)' An official or suitably worded statement, with accompanying image will then be placed on the website. In addition, the website will be adapted with a pop-up announcement consisting of the same wording and image until the day after the funeral (D Day + 11 days) An official or suitably worded statement, with accompanying image will then be placed on all Council-operated social media channels. The profile photo will be blackened. The banner will be blackened, or adorned with an official or suitable image until the day after the funeral (D Day + 11 days) Flags, if applicable, will be lowered to half-mast on D Day until 11:00am the next day	Parish Clerk And / Or Chair / Vice Chair
D Day +1	Following the death of the Sovereign, the day after, Proclamation Day (London), The Accession Council will read a statement proclaiming the new Sovereign in a statement from St. James' Palace (11:00am if it is a weekday, 14:00pm if it is a Sunday) Flags, if applicable, shall be returned to full mast at 11:00am on the morning of Proclamation Day until 13:00pm the following day (D Day +2 days) Books of Condolence will be opened at the County, Borough, District and Parish Councils (where the latter has a recognised business premises); as well as local Churches. An official portrait or other suitable image of the Sovereign shall be displayed next to Book of Condolence with a black ribbon on the top right corner, and accompanied by a suitable flower arrangement on top of a white tablecloth A letter of condolence will be sent to the Private Secretary in the names of the Chair and Vice Chair	The Accession Council Parish Clerk And / Or Chair / Vice Chair Chair and / or Vice Chair will be invited to the reading of the Proclamation Local Churches
D Day +2	The following day, Proclamation Day (All	Parish Clerk; but

	other locations), the Proclamation will be cascaded down to County, Borough, District Councils; and will be read from the nearest Civic Building	the reading of the Proclamation is optional for Parish Councils
D Day +3 (or 'Middle Sunday')	Civic Services will be held	Parish Clerk And / Or Chair / Vice Chair Local Churches
D Day + 4 - 9	Lying in State	**-**
D Day + 10	State Funeral	**Public Holiday**
D Day + 11	Period of Mourning Ends Pop-ups will be removed from websites, and social media channels will revert to usual display Books of Condolence will be archived by the Parish Council Flags, if applicable will be returned to full mast	Parish Clerk

Appendix 3:	Protocol to mark the death of a Senior Royal	
	Action	**Implemented By**
Date of Death (D Day	Plans to mark a death must be implemented only when a formal announcement has been made (i.e. 'it has been announced by Buckingham Palace that...)' An official or suitably worded statement, with accompanying image will then be placed on the website. In addition, the website will be adapted with a pop-up announcement consisting of the same wording and image until the day after the funeral (D Day + 8 days) An official or suitably worded statement, with accompanying image will then be placed on all Council-operated social media channels. The profile photo will be blackened. The banner will be blackened, or adorned with an official or suitable image until the day after the funeral (D Day + 8 days) Flags, if applicable, will be lowered to half-mast on D Day, and returned to full mast the following day (D Day +1). On the day of the funeral, the flag will again be lowered to half mast, and returned to full mast the following day (D Day +9)	Parish Clerk And / Or Chair / Vice Chair
D Day +8	Ceremonial Funeral	**-**
D Day + 9	Pop-ups will be removed from websites, and social media channels will revert to usual display Books of Condolence will be archived by the Parish Council Flags, if applicable will be returned to full mast	Parish Clerk

Appendix 4:	Protocol to mark the death of a Serving Prime Minister	
	Action	**Implemented By**
Date of Death (D Day	Plans to mark a death must be implemented only when a formal announcement has been made (i.e. 'it has been announced by Downing Street that...)' An official or suitably worded statement, with accompanying image will then be placed on the website. In addition, the website will be adapted with a pop-up announcement consisting of the same wording and image until the day after the funeral (D Day + 8 days) An official or suitably worded statement, with accompanying image will then be placed on all Council-operated social media channels. The profile photo will be blackened. The banner will be blackened, or adorned with an official or suitable image until the day after the funeral (D Day + 8 days) Flags, if applicable, will be lowered to half-mast on D Day, and returned to full mast the following day (D Day +1). On the day of the funeral, the flag will again be lowered to half mast, and returned to full mast the following day (D Day +9)	Parish Clerk And / Or Chair / Vice Chair
D Day +8	Ceremonial Funeral	**-**
D Day + 9	Pop-ups will be removed from websites, and social media channels will revert to usual display Books of Condolence will be archived by the Parish Council Flags, if applicable will be returned to full mast	Parish Clerk

Appendix 5:	Protocol to mark the death of a Serving Member of Parliament	
	Action	**Implemented By**
Date of Death (D Day	Plans to mark a death must be implemented only when a formal announcement has been made (i.e. 'it has been announced by Downing Street that...)' An official or suitably worded statement, with accompanying image will then be placed on the website. In addition, the website will be adapted with a pop-up announcement consisting of the same wording and image until the day after the funeral (D Day + 8 days) An official or suitably worded statement, with accompanying image will then be placed on all Council-operated social media channels. The profile photo will be blackened. The banner will be blackened, or adorned with an official or suitable image until the day after the funeral (D Day + 8 days) Flags, if applicable, will be lowered to half-mast on D Day, and returned to full mast the following day (D Day +1). On the day of the funeral, the flag will again be lowered to half mast, and returned to full mast the following day (D Day +9)	Parish Clerk And / Or Chair / Vice Chair
D Day +8	Ceremonial Funeral	**-**
D Day + 9	Pop-ups will be removed from websites, and social media channels will revert to usual display Books of Condolence will be archived by the Parish Council Flags, if applicable will be returned to full mast	Parish Clerk

Appendix 6:	Protocol to mark the death of a Serving Parish Council Chair
	The Clerk will inform all members of the Council via email (or telephone) and a message posted on social media. The Casual Vacancy will be advertised the day after the funeral. A minutes silence will take place at the subsequent meeting of the council or committee.

Appendix 7:	Protocol to mark the death of a Serving Parish Councillor
	The Clerk will inform all members of the Council via email (or telephone) and a message posted on social media. The Casual Vacancy will be advertised the day after the funeral. A minutes silence will take place at the subsequent meeting of the council or committee.

Appendix 8:	Protocol to mark the death of a Former Parish Council Chair
	The Clerk will inform all members of the Council via email (or telephone) and a message posted on social media. The Casual Vacancy will be advertised the day after the funeral. A minutes silence will take place at the subsequent meeting of the council or committee.