



# Saltash Town Council

**Policy/Procedure:**

Civic Funeral Protocol

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

| Current Status               |     |                         |             |
|------------------------------|-----|-------------------------|-------------|
| <b>Version</b>               |     | <b>Approved by</b>      |             |
| <b>Date</b>                  |     | <b>Date of approval</b> |             |
| <b>Responsible Officer</b>   |     | <b>Minute reference</b> |             |
| <b>Responsible Committee</b> | P&R | <b>Review date</b>      | As required |

| Version History |         |               |          |
|-----------------|---------|---------------|----------|
| Date            | Version | Author/Editor | Comments |
| February 2015   | 1       | Town clerk    |          |
|                 |         |               |          |
|                 |         |               |          |

| Review Record |                |                    |                 |    |              |
|---------------|----------------|--------------------|-----------------|----|--------------|
| Date          | Type of Review | Date of completion | Summary actions | of | Completed by |
|               |                |                    |                 |    |              |
|               |                |                    |                 |    |              |
|               |                |                    |                 |    |              |

## **CIVIC FUNERAL PROTOCOL**

The procedure for a civic funeral will normally follow closely that governing the attendance of the Council at church services

The Council will normally attend a funeral formally only if the deceased was a past mayor or serving member of the Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Mayor who died in office the senior member of the council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Mayor is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the mayor that dictates where the civic party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The mayor will advise past mayors, freemen, MP and past MPs that a civic funeral will be taking places so that they can make a decision to be part of the civic party if they choose to.
- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).