



SALTASH TOWN COUNCIL

PROTOCOL FOR DEATH OF A MEMBER OF THE ROYAL FAMILY

Date approved by STC:
Minute No.:

- If death formally announced before 12.00 noon – tolled at noon on D-Day.
 - If death announced after 12 noon D-Day, toll at 12 noon on D+1
 - If Civic Service held D+9, full or half muffled peal
7. 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, flowers and proclamations – extra tabs may need to be added) will be added to the Town Council website until 8.00 a.m. on D+11. A message from the Town Mayor will be published.
 8. Any STC property that has floodlights, Guildhall, Library and Cornish Cross, a deep purple screen/bulb should be fitted to illuminate it and show that we are in mourning.
 9. The badge of the Mayoral chains shall be worn in a black mourning pouch until after the funeral. Councillors and Officers will be provided with black armbands, ribbons or rosettes which may be worn during the mourning period.
 10. On the occasion of the death of the sovereign, at 4.00 p.m. on D+2 the Town Mayor shall read a local proclamation at the Guildhall. Other members of the Town Council will be in attendance to read the proclamation. Invitations to attend shall be sent to the Civic List and it shall be advertised to local residents, via website/social media/noticeboards.
 11. Church Services
A Civic Service will be held on the middle Sunday and organised with the local clergy.
Eve of Funeral Parish Service (arranged by Church?)
 12. An area for floral tributes only shall be provided (Memorial Peace Garden?). It will be requested that no plastic/cellophane is used. The flowers will be collected after the funeral D+11 and composted. The compost will be used to fertilise a tree which will be planted in memory of the deceased by the Town Mayor at a location to be determined by the Town Clerk and Town Mayor. Commemorative items such as stuffed toys will not be allowed.
 13. The Town Council will provide loose leaf condolence books at the Guildhall and Parish Church of ??????. Sheets shall also be provided to schools and other organisations. The condolence book at the Guildhall will be on a table, dressed in a black tablecloth, in the foyer with a photograph of the deceased (framed and with mourning ribbon).
 14. Following the funeral, all sheets will be bound with a photograph of the deceased and their birth/death years and a message from the Town Mayor into a condolence book which be placed on deposit in ?????? (Library? Saltash Heritage?)

15. The portrait will be displayed, with mourning ribbon, in the Council Chamber (?) for one month following the funeral.

16. A letter on behalf of the Town shall be sent to the Private Secretary by the Town Mayor.