

Action Plan – Marking the Death of a Senior National Figure

This is a list of the tasks required to following the instructions from the Town Clerk to Mark the Death of a Senior National Figure
Only to be actioned once formal announcement as been confirmed i.e. “It has been announced by Buckingham Palace/Downing Street that”

Ref	Idea / Action	Owner / Interested parties / Partners	Cost	By When	Notes / progress / action needed
1	Flag Flying Process	Asset Manager/Mtn Team/Caretaker/Community Services Manager	Nil	On formal announcement On Proclamation of new Sovereign	<ul style="list-style-type: none"> On instruction from the Town Clerk Union Flag outside Town Hall & Memorial Gardens flown at half-mast immediately until 08:00hrs on the morning following the funeral. Start at half-mast at 11:00hrs raise to full Mast until 13:00hrs the following day and then continue to fly at half-mast.
2	Website & Press Release A board & noticeboards (Moreton & Montesson)	Community Services Manager/Community Project Support Officer	Nil	On formal announcement	<ul style="list-style-type: none"> Update TTC Statement ghost page on website as appropriate remember to include date of birth – date of death – Books of Condolence will be opened at the Town Hall during Office hours or subject to public demand a rota of staff will be organised outside normal working hours. If any civic engagements, committee meetings or events will be cancelled/postponed. If anyone wishes to leave flowers in the Memorial Gardens or other suitable location they will be kept in place until the week after the funeral. Flags will be flown at half mast Link to Buckingham Place statement Link to online e-condolences and refer to https://www.royal.gov.uk website. Print out Palace announcement & inform residents the Condolence book is available for those who wish to leave a message – timings.
3	Cancellation of any formal engagements, Council meetings or events	Town Clerk/Mayor/Deputy Mayor Committee Services Officer & Office Administration Officer	?	Assess public mood/after discussions	<ul style="list-style-type: none"> Review accordingly and cancel as appropriate. Decide if Mayoral Regalia should be worn.
4	Photograph	Asset Manager/Maintenance Team	£5	On formal announcement	<ul style="list-style-type: none"> On the Death of the Sovereign a black ribbon to be draped over the Picture of the Queen in the Upper Chamber.

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5	Condolence Book	Community Services Manager/Information Centre Officer	£685 + staff cost	Open on the first working day after the formal announcement	<ul style="list-style-type: none"> Layout Book of Condolence in the Upper Chamber or meeting room dependant on numbers. Black Table cloth, 2 x black photo frame (one to display official announcement) & Photo 10x8, (vase of flowers?), pens. Staff rota to monitor the Condolence book. Close at the end of the day following the day of the funeral. Archived at TTC
6	Letter of Condolence	Town Clerk/Community Project Support Officer	Nil	On the day following the day of the funeral.	<ul style="list-style-type: none"> Letter drafted for signature by the Mayor/Deputy Mayor/Town Clerk to the new Sovereign's Private Secretary or the Private Secretary of the deceased of the Royal Family. Only one letter to be sent.
7	Dress Code on day of the death and when public mourning is observed	Councillors/Staff? Black Arm band Black Rosette Mayor/Deputy Mayor and Consorts	£4 ea £3.50 ea	On formal announcement	<ul style="list-style-type: none"> Arm bands or rosette to be worn as appropriate. Civic regalia to be worn? Staff to wear black?
8	Proclamation announcement	Read by: Mayor or (in absence Deputy Mayor) Operational: Town Clerk/ Community Services Manager/ Asset Manager/Maintenance Team	Day to day	On formal announcement of the Proclamation after cascading	<ul style="list-style-type: none"> Draft Proclamation for Mayor or Deputy Mayor to read outside Town Hall. Guest list – Councillors, Deputy Lieutenants, Past Mayors, Honorary Citizens, Clergy, Police Inspector & Fire Watch Manager Announcement on the Website and Twitter Mobile PA Set up & Dias outside Town Hall if appropriate close the Lower Car Park. Approximate timings 13.30 hrs or later dependant Tea & Coffee in Upper Chamber for invited guests?
9	Marking a Silence	Town Clerk/ Community Services Manager/ Asset Manager/ Maintenance Team	Day to day	On day of funeral of the Sovereign or other National figure	<ul style="list-style-type: none"> If appropriate to observe the occasion with a 2 minute silence at 11am Email to Councillor's & Staff to informing them. Announcement on the TTC website and twitter accounts Words for Mayor or in absence Deputy Mayor Mobile PA system
10	Flowers	Town Clerk/ Asset Manager/ Maintenance Team	Day to day	When deemed appropriate.	<ul style="list-style-type: none"> Notice on the website & press release directing members of the public to leave flowers at the Memorial Gardens or other suitable locations. Stating weather dependant will remain in place until a week after the funeral. (Remove sensitively.)

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11	Advance purchase of required supporting items	Community Services Manager	Detailed in notes column	July 2018	<p>Costs</p> <ul style="list-style-type: none"> • £15 - Black Picture Frame – x 2 • £35 - Black mourning Rosette x 10 - Ladies of the Council/staff • £60 - Black Arm Band x 15 • £10 - Black Tablecloth • £5 - Black Ribbon • £75 - Photos – Queen and Duke of Edinburgh – 10x8 from Royal Images official library – proscribed requirement • £685 - Condolence Folder with crest x 3 from specific supplier – proscribed requirement – plus 2000 sheets - Printed black on one side with crest. <p>Total £ 885</p>