

Sourton Parish Council – Policy on death of a senior national figure

This protocol offers guidance to the elected Members, staff and population within the Parish covered by Sourton Parish Council on marking the death of a senior national figure which could include the following figures:

Members of the Royal Family
P.M. or Former P.M.
Serving MP
Mayor / Council Leader
Other Prominent Person

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 Sourton Parish.

Policy

- On announcement of a death, cancellation of meetings/business – Meetings pre-arranged to be held anytime within the 10 days of mourning must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services.
- Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business should be transacted.
- To designate as a safe area for the laying of flowers. All flowers to be removed on the morning after the State Funeral and composted.
- The Chairman, Clerk, Village Hall representative and Churchwarden) to discuss whether a book of condolence is required and if so, to place a Book of Condolence in for residents to express their sympathy and thoughts.
- Words of Condolence – A message of condolence from the Parish Council as a corporate body shall be published on the website and noticeboards. Before publication the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.