



Llangammarch Community Council

Operation London Bridge, Menai Bridge

Protocol

This protocol sets out the action to be taken in the event of the death of H.M. The Queen or HRH. The Prince of Wales (codenames Operation London Bridge and Menai Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace. A 10-day period of statemourning will commence and the State Funeral shall be held at Westminster Abbey on the 10th day; unless this falls on a Sunday in which case the funeral will be on the Monday.

The Clerk will be the lead for this protocol in the event of the Royal death, in liaison with Powys CC. The following actions will be undertaken to mark the occasion:

- **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.
- **Letter of Condolence** – The Community Council shall pre-arrange a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death. The pre-written letter shall be prepared in advance, agreed by the full council and reviewed annually (Appendix A). Before posting the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Words of Condolence** – A message of condolence from the Community Council as a corporate body shall be published on the website, noticeboards and social media and released to local press. This wording shall be prepared in advance, agreed by the full council and reviewed annually. Before publication the Clerk, in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Condolence Book** – This shall be placed in the Alexandra Hall and made available for residents to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place. Any inappropriate content will be removed.

Following completion of the open period for signing (approximately 10 days) the pages may be reviewed. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council records. The book is to be placed on a table clothed in black with a small appropriate floral tribute (to be refreshed when necessary), a framed photo of H. M. The Queen or HRH The Prince of Wales with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

There will also be an online version on the council website for those unable to complete the signing in person.

- **In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of www.llangammarchcc.com . This shall be arranged and remain in place until the day after the state funeral has taken place.
- **Area for Laying Floral Tributes** – Floral tributes may be laid in Riverside Gardens near the memorial bench. The area shall be checked regularly during the week of mourning. These will remain in place until the day after the state funeral has taken place. Once removed the flowers will be composted appropriately.
- **The Funeral** - The Alexandra Hall to be open on the day of the funeral for people wanting to be part of the proceedings. The Clerk to be present. The Chair to make a statement to the press as attached:
- **Press statement from Llangammarch Community Council**

The Chairman, Councillors and Clerk of Llangammarch Community Council are saddened by the passing of our Queen. She has been a wonderful monarch/consort and will be missed around the globe as well as here in Llangammarch.

God bless him/her.

- **Letter of Condolence** - It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

Agreed in March 2021, adjusted on 18th April 2021