

**Kirtlington Parish Council**  
**Operation Menai Bridge Protocol**  
**Adopted by Full Council: 26<sup>th</sup> February 2024**

Kirtlington Parish Council may wish to mark the Death of the Sovereign or senior Member of the Royal Family and would take guidance and recommendations from OALC / NALC.

The following protocol sets out the action to be taken in the event of the death of H.M. The King (Operation Menai Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace.

The Clerk will be the lead in this protocol with the following actions undertaken to mark the occasion:

**1. Words of Condolence**

**1.1 Suggested words as follows:**

Kirtlington Parish Council has, with great sadness, received an announcement from the “XXX”, regarding the passing of “XXX” on “Date”. The Parish Council joins the nation in expressing its deep sadness at this time, as we remember with affection and gratitude the lifetime of service given by “XXX”. Our thoughts are with “XXX”. The funeral will be broadcast, including a minute's silence at “XXX” on “Date “. The National Book of Condolence is available at “ XXX” and will be closed at “Date and Time”.

Words to be shared on the Parish Council noticeboard, website page and social media as soon as possible after official announcement is made.

**1.2 Letter of Condolence**

A letter of condolence will be sent by the Chairman on behalf of Kirtlington Parish Council.

**2. Council Services**

During the Period of Mourning from the day of the death until the day after the Funeral, any planned council meetings must be cancelled/rescheduled. Notice of meetings may not be given during periods of National Mourning. The Clerk shall determine what is appropriate in consultation with the Chairman of the council.

**3. Website**

After the Official Announcement, Kirtlington Parish Council will activate a black homepage featuring the following:

- An official photo of the deceased as provided by Buckingham Palace.
- The birth and death years of the deceased.
- Suggested words of condolence.
- A link to the main Buckingham Palace website.
- Information on local tributes (condolence books, any religious services or gatherings, location for laying of flowers).

#### **4. Book of Condolence**

(in consultation with the Church)

- Kirtlington Parish Council will direct residents to the online official Book of Condolence, and this will be linked via our website.
- A local book of condolence will be opened at St Mary the Virgin until the end of the Mourning Period when it will then be taken to the County Archives to be stored. The book is to be placed on a table clothed in black with a small appropriate floral tribute, a framed photo of the specific member of the royal family with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

#### **5. Flowers**

(in consultation with the Church)

Kirtlington Parish Council would take guidance from Buckingham Palace or the Government regarding flowers but would encourage residents who wished to lay flowers to place them inside the churchyard of St Mary the Virgin until the end of the Mourning Period when they will be removed. Tribute cards will be collected and placed with the Book of Condolence.

#### **6. Timetable**

- The timetable for national mourning is expected to be:  
D Day Date of Death  
D+1 Proclamation Day (London)  
D+2 to D+4 Lying in State begins (dependent on location of death)  
D+9 Lying in State ends  
D+10 Date of State Funeral (unless D+10 falls on a Sunday in which case State Funeral will take place on the Monday D+11)  
D+11 End of Mourning Period (unless funeral took place on a Monday).

#### **7. Protocol Enactment**

- This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Clerk and only when a formal announcement has been made (via the Press Association, BBC and placing a notice to the gates of Buckingham Palace).
- The Parish Clerk shall be responsible for enacting the protocol.

Due for review: Annual Council Meeting 2024. (Provisionally Wednesday 22<sup>nd</sup> May 2024).