



# Kingsteignton Town Council

## OPERATION LONDON BRIDGE POLICY

This protocol sets out the action to be taken in the event of the death of H M the Queen or HRH the Duke of Edinburgh (codename Operation London Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace.

A 10-day period of state mourning 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 Teignbridge District Council.

The following actions will be undertaken to mark the occasion:

1. **Timescale** The guidance is displayed on a timeline from day of death 'D' to 'D+1' meaning day of death plus one day and so on.
  - a. **Day of death** Plans should only be implemented when a formal announcement has been made, for example, easel with announcement placed outside Buckingham Palace. On the formal announcement of death, all flags are to be lowered to half-mast until 0800hrs on the morning following the funeral. Mayor/Deputy Mayor to meet the Clerk and Statement to be issued by the Mayor/Deputy Mayor on the announcement of the death.
  - b. **Proclamation Day** D + 1 (the day when the new Sovereign is proclaimed). All flags to be flown at the Mast-head from 1100hrs to coincide with the Reading of the Principal Proclamation. They will continue to fly at full mast until 1300hrs the following day D +2
  - c. Every district will have a commemorative service on the Sunday during mourning which the Mayor/Deputy Mayor should attend.
  - d. D + 10 **Day of the funeral**. A Royal funeral will not take place on a Sunday so the funeral could be D + 11 if D + 10 is a Sunday
  - e. **Flag-flying Days** If the Council is scheduled to fly other flags between the day of death and the funeral, for example, to mark Merchant Navy Day, Commonwealth Day, it is deemed best not to. It would be contradictory to celebrate these days whilst in National mourning and therefore better not to fly another flag at all.
  - f. **Mayor's Regalia** The Mayor will wear the jewel of the Mayor's chain on a black ribbon between the day of the death and on the day of the funeral. It may be considered appropriate for the Mayor and Councillors to wear black ties, black rosettes or black arm bands and there will be a supply in the Clerk's Office.
  
2. **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.

3. **Letter of Condolence** – The Town Council shall pre-arrange a letter offering condolences to the next of kin to be sent to the Royal Archives on the day following the 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 Mayor shall review the wording to ensure appropriateness.
4. **Words of Condolence** – A message of condolence from the Town 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 (Appendix B). Before publication the Clerk in conjunction with the Mayor shall review the wording to ensure appropriateness.
5. **Condolence Book** – This shall be placed in the foyer of the Community Hall, Rydon Road, Kingsteignton and made available for parishioners 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. During the following nine days of mourning the book shall be moved around the Town allowing parishioners to leave a message of condolence. The book shall be taken to all local schools, care homes, etc. Details of places and times will be advertised at the time. The loose-leaf pages will be in a ring-binder already provided by Teignbridge District Council. This allows for pages to be reordered and for the removal of inappropriate content. Following completion of the open period for signing (approximately 10 days) the pages may be reviewed, reordered and bound. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council archives. 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 Duke of Edinburgh with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.
6. **In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of [www.kingsteignton.gov.uk](http://www.kingsteignton.gov.uk). This shall be arranged by the Vision ICT the website developer and remain in place until the day after the state funeral has taken place.
7. **In Mourning Covering Image** (for Kingsteignton Town Council Facebook page) – From the first day after death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. To be arranged by the Clerk.



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- 8. Area for Laying Floral Tributes** – Floral tributes may be laid in the grounds of the Community Hall, near the Cider Press. This opportunity will be published accordingly at the time. Only cut flowers in compostable wrappings (with no plastic ribbons/ties or rubber bands) may be laid. 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 and could then be used to plant a memorial tree

For alternative locations the District Council shall provide a list on their website of appropriate locations over the district where floral tributes can be laid and will be managed. A link to this information shall be provided to parishioners via the Kingsteignton Town Council website and social media page.

## Appendix A

### Statement by Mayor and reading of Proclamation - To be read at 2 pm the day after Proclamation Day (D Day + 2)

The Mayor (or in his/her absence the Deputy Mayor) to read:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

Floral tributes may be laid in the Community Hall Grounds, Rydon Road, Kingsteignton next to the Cider Press and a Book of Condolence has been opened and available for signing in the Foyer of the Community Hall between the hours of ..... and will be available to sign until (put in date D + 11).

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Kingsteignton of the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Devon discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Kingsteignton.

Ladies and Gentlemen, The Proclamation of the Accession:

#### **READ THE PROCLAMATION**

(This will be available from the Buckingham Palace website [www.royal.gov.uk](http://www.royal.gov.uk) or the Privy Council website [www.privacy-council.org.uk](http://www.privacy-council.org.uk).)

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save the King**

One verse of the National Anthem to be played.

**Finally, the Mayor will call for three cheers for His Majesty The King.**

Dispersal. 9

## Appendix B

Operation London Bridge

Dated: April 2020

Review Date: April 2021



# Kingsteignton Town Council

Invitees to reading of the Proclamation on D +2

All members of the Council  
Town Clerk  
Past Mayors  
High Sherriff

## **Appendix C**

### **Letter of condolence to Buckingham Palace on death of HM the Queen**

#### **FAO: Private Secretary of new Sovereign**

Dear

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away the thoughts of the citizens of Kingsteignton are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21st century, the Coronavirus Pandemic, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the condolences of the Town Council to HM King ..... A Book of Condolence has been opened at the Community Hall and will be retained in local archives in due course.

Yours sincerely

Town Mayor