

# Holbeton Parish Council

## Operation London Bridge Protocol

This protocol sets out the action to be taken in the event of the death of H.M. The Queen (code name 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 SHDC. 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 Parish Council shall send a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death.
- **Condolence Books** - This shall be placed in Holbeton Reading Rooms 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. A condolence book shall also be taken to the primary school. Following completion of the open period for signing (approximately 10 days) the pages will be reviewed. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council archives.
- **In Mourning Veil on Website** - From the first day after death, the Chairman of the Parish Council will prepare suitable wording which will be posted on the Parish Council's website, along with a photograph of the Queen. This shall be arranged by the parishioner who looks after the website and remain in place until the day after the state funeral has taken place.
- **Area for Laying Floral Tributes** - Floral tributes may be laid near the Reading Rooms. 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. The flowers will then be removed for composting.
- **Flag Flying** - On the formal announcement of death, the union flag near the War Memorial will be lowered to half-mast until 0800hrs on the morning following the funeral.

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