

Belbroughton and Fairfield Parish Council

Procedures for actions following death of a Senior National figure.

Worcs. Diocese Position:

"I know that there are national plans in place and as soon as an announcement is made, they will be sent out. It will include suggested service plans/ special prayers/ advice about flags & bells/ suggestions of books of condolence and all those kind of things.

Nothing is allowed to be communicated until then as things may change depending on the circumstances, but I've been assured that churches will have everything they need when the time comes!

That may not help if you're putting together joint plans, but as a PCC you might want to think about whether you want a book of condolence and let the parish council know that you'll be using special prayers/ liturgy on the Sunday afterwards..."

Cllrs. Pawley and Mabbett with the clerk to action:

1. Make appropriate changes to website and upload relevant information from below.
In addition, use available 'social media' to further inform the community.
2. Contact the P.C.C. for clarity on Worcs. Diocese and local churches actions tel: 01562 730777 e: bfcoffice@btconnect.com and adapt processes as required.
3. Contact W.C.C. and B.D.C. for information on actions they are to take.
4. Find out timetable for: Proclamation Day (Sovereign only) / Lying in State / Funeral.
5. Both flags in the parish to be hung at half mast*, returned to full mast on day after funeral.
*between 11.00 a.m and 1.00pm on Proclamation Day (the day after death of sovereign)
return to full mast for the 2 hour slot.
5. Condolence books to be available:
Belbroughton: The Jubilee Room, Belbroughton Recreation Centre.
Fairfield: The Fairfield Village Hall or if not available the Parish Church.
Public access times required to be agreed with premises key holders.
Should public venues not be accessible a Condolence Virtual book will be available via a link from the Parish council website.
6. Flowers may be laid on The Green, Belbroughton, around the flag standard, and in Fairfield in front of the Village Hall. These to be removed seven days after the funeral.
Items will be disposed of at the Council's discretion.
7. Ensure postponement of any Council meetings between date of death and day of funeral.
8. Request a future Council considers any memorial / commemoration activities. e.g tree planting.

Adopted May 2020

