

# **Redbourn Parish Council**

## **Death of a Senior Figurehead Policy**

### **December 2017**

## **Introduction**

The following reflects Redbourn Parish Council's policy in the event of the death of a senior figurehead and is to be actioned in conjunction with St Albans District Council's '*St Albans City and District Council Marking the Death of a Senior National Figure or Local Holder of High Office*' protocol.

## **Policy**

On the formal announcement of the death of a member of the immediate Royal Family, the following should be implemented:

- 1 x Book of Condolence - Located at Redbourn Parish Centre
- Black ink pens are to be provided/used to sign the Book of Condolence
- The Book of Condolence is to be lain on black cloth
- A picture of the deceased is to be displayed by the Book of Condolence
- Fly the Union Jack flag at half-mast at Redbourn War Memorial.
- Notices informing residents of the Book of Condolence to be placed on all Parish noticeboards and at the Parish Centre as well as being publicised on the council website, village website and via any social media used by the council
- Redbourn Parish Councillors are to sign the front page of the Book of Condolence