



Earnley Parish Council

Introduction

Earnley Parish Council recognises that a formal procedure is required to manage the occurrence of the death of the Monarch.

Guidance has been made available from the SLCC (AD402) for the procedure to follow upon the death of the Monarch.

Plans to mark the death of the Sovereign must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

This procedure should be implemented by the Clerk & Executive Officer.

When the Policy is to be used

This Policy should be used in the event of the death of:

HRH The King

Implementation of the Policy on hearing of the death

Earnley Parish Council's mourning protocol will be implemented on **the formal announcement by Buckingham Palace / Downing Street** of the death of the Monarch.

Implementation will be authorised by the Clerk & Executive Officer.

The following calendar of actions will be taken from the day of death, D-Day, to the funeral and beyond, with PC actions highlighted.

Adopted: 21/09/2026

Minute Ref: 70.26.3



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Day	National Events	Council Action
D Day	Day of death	Change web page to include: • Photograph • message from Chairman • link to online book of condolence • instructions for leaving flowers, donations, filling in book of condolence etc. Make book of condolence available. Council staff to leave work early
D+1	Proclamation Day (London)	Raise the Union or National Flag to Full Mast at 11 am
D+2	Proclamation Day	1.30pm, or after, civil leaders to read local proclamation Flag to remain at full mast for proclamation then returned to half-mast.



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Day	National Events	Council Action
D+2 Or D+4	D+2 = Sandringham D+4 = Scotland	If The King's death takes place outside London, his body will be taken back to the capital by train.
D+2 or D+4	Lying in state begins between D+2 or D+4	Dependent on location of death
D+5		
D+6		
D+7		
D+8		
D+9	Lying in state ends	
D+10	Funeral (unless D+10 falls on a Sunday) Two-minute National Silence at 11 am	National holiday (unless a Saturday)
D+11	If D+10 falls on a Sunday Funeral will take place on the Monday	National holiday
D+11	If D+10 is not a Sunday	Flag returns to full mast at 9am Return Home Page of website to normal. Remove floral tributes and arrange to compost.
		Loose leaf condolence book should be collated and bound. Send letter to the Private Secretary at Buckingham Palace (Appendix A)
1 month after the death		Remove the ribbon from the portrait of The King A portrait of the new King should be put in place and an alternative place for the portrait of the late King found.



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Appendix A

Letter of condolence to Buckingham Palace on death of HRH The King.

FAO: Private Secretary of new Sovereign

Dear Sir/Madam

As we learn of the sad news that His Majesty King Charles III has passed away, the thoughts of the citizens of Earnley Parish are with the Royal Family as they grieve for their Father and Grandfather.

King Charles III demonstrated a profound sense of duty and unwavering commitment throughout his reign, serving with quiet resolve and thoughtful leadership. During a period defined by social, environmental, and technological change, he provided both continuity and a forward-looking vision, helping to guide the nation through the complexities of the 21st century. His legacy is one of dedication, stability, and a deep concern for the well-being of both the country and the wider world.

This is a period of public grief, as people who may never have met come together to mourn the passing of King Charles III. He was a constant presence throughout our lives, and many feel a shared sense of loss and affection for a figure they knew not personally, but who held a meaningful place in the life of the nation.

Please pass the deepest condolences of the residents of the Earnley Parish to HM King William V.

Yours faithfully

Chairman, Earnley Parish Council
For and on behalf of all citizens of Earnley Parish