

PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

11 February 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom<sup>1</sup>, on **Tuesday 16 February 2021 at 6:00pm**, the agenda for which is set out below.



Michael King  
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,  
G Jackson, L Wild, Mrs N Wilson and C Winspear  
Sub.

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive and resolve upon apologies for inability to attend.

**2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

To declare any interests which members have in the following agenda items.

**3. PUBLIC PARTICIPATION**

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

## General Purposes & Policy

**4. MINUTES**

To approve as an accurate record the minutes of the committee meeting held on 19 January 2021. **(attached)**

**5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**

Verbal update from the Clerk on items outstanding from earlier meetings.

<sup>1</sup> Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZOQjlGb2dKbC8xSCtYdVYvb1JQZz09>  
Meeting ID: 839 9933 8790  
Passcode: 354514

**6. REVIEW OF GOVERNANCE DOCUMENTS**

To review current documents and make recommendations on changes or additions if required

- a) Introduction of a protocol to mark the death of a 'Senior Person'.

**Finance**

**7. APPROVAL OF EXPENDITURE**

To approve payments and receipts on behalf of the Council to 15 January 2021.

Note: to ensure that Invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Monday 15 February.

**8. INCOME AND EXPENDITURE AGAINST BUDGET TO 31 JANUARY 2021 (to follow)**

**9. RESERVES REVIEW (to follow)**

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 19 January 2021 at 6:00pm.

**Present:** Councillors G Jackson (Chair), Mrs H Coughlan (Item 158), B Dalrymple, J Harston, Mrs L Wild, Mrs N Wilson and C Winspear.

**Also:** M King, Town Clerk.

(NB four accounts 'trolled' the meeting and were removed. Due to a technical error Cllr Mrs Wilson was unable to regain entry).

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972**

**F158/21 APOLOGIES FOR ABSENCE**

None.

**F159/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F160/21 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F161/21 MINUTES**

Proposed by Councillor B Dalrymple, seconded by Councillor C Winspear and unanimously

**RESOLVED** that the Minutes of the Finance Policy & General Purposes Committee meeting, held 15 December 2020, be taken as read and confirmed as a correct record and signed by the Chairman.

**F162/21 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal on the progress of resolutions from the previous meeting, which had been referred to Council and confirmed.

**FINANCE**

**F163/21 APPROVAL OF EXPENDITURE**

To approve payments and receipts on behalf of the Council to 18 January. Members noted the presence of a duplicate payment. The error was corrected prior to approval.

Proposed by Councillor J Harston, seconded by Councillor Mrs H Coughlan and unanimously

**RESOLVED** that the schedule of payments up to 18 January 2021 in the sum of **£19,550.66** (in respect WTC) and of **£158.23** (in respect PAG) as attached hereto is approved and submitted to Full Council.

**F164/21 INCOME AND EXPENDITURE AGAINST BUDGET TO 31 DECEMBER 2020**

Submitted: a report setting out the unreconciled income and expenditure against the budget for the nine months ending 31 December 2020.

Members noted the position of expenditure and its potential effect on reserves.

Proposed by Councillor G Jackson, seconded by Councillor Mrs L Wild and unanimously

**RESOLVED** that a report reviewing the council's reserves and medium-term reserve strategy be brought to the February meeting

Proposed by Councillor J Harston, seconded by Councillor C Winspear and unanimously

**RESOLVED** that the report be received.

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**WHITBY TOWN COUNCIL  
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 18 JANUARY 2021  
APPROVAL OF EXPENDITURE**

Tn no	Cheque	Gross	Heading	Invoice	Details
1236	DD	£182.70	5000/2/5	01/12/20	Document Solutions - Service Charges –
December4					
1222	DD	£441.34	5000/4/2	06/12/20	Total Gas and Power - Electricity Charges
1220	DD	£243.92	5000/4/1	07/12/20	ENGIE Gas Limited - Gas Charges - November
1232		£46.97	5000/4/6	08/12/20	Rentokil Initial UK Ltd - Sanitary Bins January 21
1224	DD	£111.50		12/12/20	Pitney Bowes - November Invoice0
	1	£100.00	5000/2/4		Meter Reset
	2	£5.50	5000/2/4		Transaction Fee
	3	£6.00	5000/2/4		Paper Invoice Fee
1219		£100.00	5000/3/1	16/12/20	Yorkshire Regiment & Association - Mayoral
Donation					
1223	DD	£102.24	16/12/20		Barclaycard - Statement to 16 December
	1	£14.39		5000/2/9	Zoom Subscription.
	2	£87.85		5000/5/4	Christmas Card Competition
1228	DD	£6.50	5000/2/13	17/12/20	Barclays Bank - Commission
1221	DD	£18.00	5000/2/5	21/12/20	EE Limited - Mobile Phone Contract
1225	DD	£23.40	5000/4/6	29/12/20	Cathedral Hygiene - Hygiene Contracts
1226	DD	£1,802.00	29/12/20		Scarborough Borough Council - NDR Toilets
	1	£499.00		5000/4/5	NDR Toilet 1
	2	£86.00		5000/4/5	NDR Toilet 2
	3	£127.00		5000/4/5	NDR Toilet 3
	4	£55.00		5000/4/5	NDR Toilet 4
	5	£511.00		5000/4/5	NDR Toilet 5
	6	£524.00		5000/4/5	NDR Toilet 6
1234		£481.50	5000/4/7	31/12/20	Lewis Hart Security Services - December Patrols
1227	DD	£212.08	5000/2/2	01/01/21	Grenke Leasing - Photocopier /leasing
1235	DD	£78.00	5000/2/9	01/01/21	SAGE UK Ltd - Payroll Software
		£15,700.51			Confidential Transactions (Salaries & Oncosts)

**Total £19,550.66**

**Whitby Town Council**

Tn no	Cheque	Gross	Heading	Invoice	Details
31		£26.20	5007	31/10/20	Normans Business Solutions - Stationery
32	DD	£129.55	5002	20/11/20	Global Payments - Card Processing Charges
33		£2.48	5015	07/12/20	H Berry Curator - Postage (Reimbursement)
<b>Total</b>		<b>£158.23</b>			<b>Pannett Art Gallery</b>

## DRAFT PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

### 1. INTRODUCTION

These guidance notes have been produced from those issued by the National Association of Civic Officers (NACO). They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

*From this template, it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister or former Prime Minister, a serving Member of Parliament, a Mayor, Council Leader or other prominent person.*

*All parts of this protocol apply on the death of the Sovereign (and, of course, those sections around the Accession Proclamation arise only on the Monarch's death). Beyond that, implementation of the Protocol is a matter to be decided locally.*

*This protocol offers guidance on how to mark a death. It is down to the Town Mayor and Town Clerk to decide for whom the protocol is implemented and to what extent.*

*Flying of flag at half-mast will always be appropriate. Other decisions, may be appropriate as well, such as whether:*

- *to fly other union flags with mourning cravat*
- *to read the Proclamation*
- *to insert mourning front page to website*
- *to cancel or reschedule meetings or events*
- *to have designated flower laying area*
- *to consider dress code*
- *to open a Book of Condolence, or whether*
- *to mark a silence (and how and where)*

*High Sheriffs have responsibility for reading the Proclamation within their counties and so questions about that aspect of the arrangements can be directed to your local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so your Lord-Lieutenant's office is another source of information.*

*It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example: a train crash or terrorist attack.*

*It is important that plans include out-of-hours contact details for all those who will be called on to act. This plan will be reviewed quarterly to ensure that all the information remains relevant.*

## 2. IMPLEMENTATION OF THE PROTOCOL

### See Action Grid 2.

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that “reports are coming in of the death of ...” it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “it has been announced by Buckingham Palace / Downing Street that...”

This protocol for Whitby identifies those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision will be delegated to the Town Clerk, with consultation with the Town Mayor (or their absence the Deputy). For other figures, there may need to be consultation at the time on the appropriate ways in which the death should be marked.

The day of the death of the Sovereign will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

## 3. FLAG FLYING

### See Action Grid 3.

On the formal announcement of death, the union flag on Dock End will be lowered to half-mast until 0800hrs on the morning following the funeral. In the case of the death of the Sovereign, it is important that all flags are raised to full-mast at 1100hrs on D+1 and are returned to half-mast following the Whitby Proclamation reading on D+2.

## 4. PROCLAMATION DAY SCHEDULE

In the case of the death of the Sovereign, the day following the death D+1 will be Proclamation Day, which is the day the new Sovereign is proclaimed.

- D+1 The Proclamation will be made at St James's Palace at 1100hrs (or 1400hrs if it is a Sunday). The Proclamation will then be 'cascaded'. At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.
- D+2 At noon on D+2, it will be read: in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and then at Parish level. High Sheriffs will read the Proclamation at County level along with Lord-Lieutenants. Most High Sheriffs are expected to make their readings at 1400hrs on D+2. It is suggested that local civic leaders should therefore make their readings at or after 1600hrs.

In all cases, following the county level Proclamation, where a local authority wishes to make the Proclamation, it is important that thought is given to following issues:

- Who will read the Proclamation?
- Where is the location that the Proclamation will be read?

- What are the arrangements that will be made to tell the public in advance of the reading of the Proclamation?
- Who will be invited to be present?
- Who will be in the platform party?

#### 4.1 PROCLAMATION DAY

##### See Action Grid 4.

On Proclamation Day flags will, at the start of the day, be flying at half-mast.

All flags will then be flown from the masthead from 1100hrs on Proclamation Day (D+1) to coincide with the reading of the Principal Proclamation, until 1630hrs the following day, (D+2). This is due to the official schedule of the Proclamation (see below for more details), it will be read in London on Proclamation Day (D+1), then read at noon in Belfast, Edinburgh and Cardiff on the day following Proclamation Day (D+2). Once those Proclamations have been made at 1400 hrs on D+2, High Sheriffs will then read the Proclamation at County level and Lord-Lieutenants will be alongside them. Following which, the Proclamation will be read from Dock Endl at 1600hrs on D+2.

The Proclamation will be read by High Sheriff or Deputy Lord Lieutenant; if they are unavailable the Town Mayor or Town Clerk will be responsible for reading the Proclamation.

The arrangements that will be made to tell the public in advance of the reading of the Proclamation, will be through the website, social media pages and local radio stations.

The proclamation party for Whitby Town Council will be: High Sheriff or Deputy Lord Lieutenants, Town Mayor and the Town Clerk.

Those who will be invited are detailed in appendix 4.

The wording of the Proclamation to be read out will be easily available from the Buckingham Palace website ([www.royal.gov.uk](http://www.royal.gov.uk)) and the Privy Council website ([www.privycouncil.org.uk](http://www.privycouncil.org.uk)). The High Sheriff will also have a copy of the Proclamation.

#### 4.2 PROCLAMATION DAY PROTOCOL

##### Reading of the Proclamation:

*There is benefit in coordinating the reading of the Proclamation on D+2 after it has been read in Belfast, Cardiff and Edinburgh. The High Sheriff's Association is encouraging its members to agree that High Sheriffs will read the Proclamation at 1400hrs on D+2. In some areas Mayors are being invited to be present at that reading so that they can then return to their areas and read the Proclamation within their own communities. It is strongly recommended that Mayors, Chairs and Chairmen of Councils should therefore aim to read the Proclamation from 1600hrs onwards. It is recognised that in some large rural areas, it will not be possible for a civic leader present at the County reading by the High Sheriff to return that swiftly and that is why that degree of flexibility has been included in the timings.*

##### Form of Words:



The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St James's Palace on D+1, and that is probably the easiest way to get a copy for reading on D+2.

**Suggested Words for the Ceremony:**

For the Mayor, Deputy Mayor or Town Clerk:

"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 service Monarch. But 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 Whitby and 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 are raised briefly to their full height to mark the start of His Majesty's rein.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Cambridgeshire discharged earlier this afternoon and with my humble duty I now call on [Name] to read the Proclamation to the people of Whitby. Ladies and Gentlemen, the Proclamation of the Accession."

**READS THE PROCLAMATION**

At the end of the Proclamation, the Mayor will say "God Save the King."

Official guests will repeat "God Save the King."

All present join in saying "God Save the King."

**The band (if there is one present) will play one verse of the National Anthem.**

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

**5. BOOKS OF CONDOLENCE**

**See Action Grid 5.**

Books of Condolence will be opened on the first working day after the day of death D+1. Pannett Gallery will be used to house the condolence books. A table with suitable cloth will be set up, along with a portrait of the deceased and a small arrangement of flowers.

At the Town Hall we will have two types of books, one hard bound and one A4 loose-leaf. The hard-bound book will be used for Town Mayor, Town Councillors, Civic Guests and Former Mayors. This will be a rolling Condolence Book for all significant deaths. The A4 loose-leaf version will be collated and bound.

Those who are able will be encouraged to access any virtual book of condolence that is operated by Buckingham Palace.

The Town Mayor may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words included in a press release, Twitter or Facebook message or on the home page of the website.

Dependant on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700hrs on the Friday). Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the Whitby Town Council's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area.

It is simply not feasible for every book from all sad occasions to form part of the Royal Archives. However, in a letter of condolence from the Mayor or other Civic Leaders, reference should be made to the Book of Condolence and its existence in the local archives. The letter will then be stored in the Royal Archives and act as an effective cross reference.

### **5.1 ONLINE BOOK OF CONDOLENCE**

#### **See Action Grid 5**

Whitby Town Council will promote online submissions for the Book of Condolence through its website with a link to the Buckingham Palace e-Book of Condolence: [www.royal.gov.uk](http://www.royal.gov.uk)

### **6. EVENTS DURING THE PERIOD OF MOURNING**

#### **See Action Grid 6.**

From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the Town Mayor should host or attend. Scheduled Town Council meeting will be reviewed for postponement or rescheduling. Also, any receptions and so forth, may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which need to be reached with great sensitivity.

Visits to local schools and care homes will be scheduled, for the Town Mayor to spend time with the community, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Town Mayor who does not feel comfortable taking on such a role.

Consideration will be given to the postponement and rescheduling of council meetings.

### **7. CHURCH SERVICES**

#### **See Action Grid 7.**

On the middle Sunday morning there will be a formal civic service in Scarborough which the Mayor of Whitby and members of the Council will be expected to attend.

A church service will be organised at St Marys' Church in Whitby on the eve of the Funeral for the Town Mayor, members of the Council and residents to join together in an act of remembrance.

## 8. FLOWERS

### See Action Grid 8.

A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning. Should residents wish to lay flowers during this time. It is important to note that all of the plastic wrap should be removed before laying them. At the end of the mourning period, at 9am the day following the funeral, there will be a ceremonial removal of the flowers. All flowers will then be taken away to be composted, with the compost a tree will be planted in the Town, in memory of the Sovereign. On the ceremonial removal of the flowers, the first bouquet will be collected by the Town Mayor of Whitby, following this other people will be invited to assist with the collection.

## 9. DRESS CODE

### See Action Grid 9.

A view will be taken locally on what is the correct dress in the event of the death of a senior national figure. Whilst flags are at half-mast, it will be appropriate for black ties, badges, ribbons and arms bands to be worn by Council members and senior officers. Please note; the black arm bands are for Members of Council and staff. An adequate supply of these items will be available.

During the public mourning period when the Chain of Office is worn. A small black bag or purse will fit over the medallion, so that only the chain is seen.

## 10. MARKING A SILENCE

### Action Grid 10.

On the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10). Which will be a public holiday (unless D+10 is a Saturday).

It may be that silence will be kept for other member of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

Town Mayors' may wish to lead the silence in an appropriate public place and thought needs to be given as to where that might be, who will be present and how the beginning and end of the silence will be marked (perhaps the firing of a maroon, a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public. The list of suggested guests is detailed in appendix 4 and the information will be made public through our website, social media pages and through the local radio stations.

In Whitby, the Mayor of Whitby will lead the silence from the memorial at Dock End. Or in their absence the Deputy Mayor.

## 11. WEBSITE

### See Action Grid 11.

After the official announcement from Buckingham Palace, Whitby Town Council will activate a website holding page with a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following

information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags. The holding page can be closed, for visitors to then access the main homepage. Each of the links will lead to a website page with the relevant information. *(The website mourning page has been drafted with all the correct information but remains unpublished. The page will be activated as soon as an official announcement is made).*

## **12. LETTERS OF CONDOLENCE**

### **See Action Grid 12.**

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

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**ACTION GRIDS**

**2. IMPLEMENTATION OF PROTOCOL**

Action Required	Implemented By	Other Notes
Whitby Town Council's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named in appendix 1.	Implementation will be authorised by the Town Clerk or in his absence by the Deputy Town Clerk.	

**3. FLAG FLYING**

<b>Immediately</b> at the request of the Town Clerk, flags will be lowered to half-mast.	Town Clerk.	An appendix to this protocol sets out the correct procedure for flying a flag at half-mast. Note: If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.
<b>Applicable only following the death of the Sovereign: On Proclamation Day (D+1)</b> (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast.	Town Clerk.	

Action Required	Implemented By	Other Notes
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**4. PROCLAMATION DAY**

In Whitby the Proclamation will be read as follows:	By the Town Mayor at 1600hrs on the day following Proclamation Day from the memorial at Dock End.	
All those listed in appendix 4 to be invited to be present. Councillors and others in dark formal day wear. Black ties, badges ribbons and arm bands to be available.	Notification of the reading of the Proclamation to be given by the Deputy Town Clerk to those identified in appendix 4.	
Reading of the Proclamation to be publicised.	Media and Communications team to ensure that the public are informed by the local press.	

**5. BOOKS OF CONDOLENCE**

<p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at The Town Hall in Whitby.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p>	Deputy Town Clerk, under the guidance of the Town Clerk.	Deputy Town Clerk to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level (Town Clerk) on whether they should be permanently excluded.
On the death of the Sovereign or The Duke of Edinburgh a second Book of	Deputy Town Clerk.	The Deputy Town Clerk will ensure that a stock of items

Action Required	Implemented By	Other Notes
Condolence will be opened.		including loose-leaf black folders.
A contact form will be set up on the mourning pages of the website, for visitors to submit their condolences online.	The Town Clerk.	

**6. EVENTS DURING THE PERIOD OF MOURNING**

To review the programme of engagements undertaken by the Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Town Mayor in discussion with the Town Clerk and others.	
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**7. CHURCH SERVICES**

Council Members will be sent the details of the Scarborough Civic Service on middle Sunday.	Deputy Town Clerk.	
As soon as is practical, contact the local Church to organise a service of remembrance on the eve of the funeral.	Deputy Town Clerk.	

**8. FLOWERS**

Allocate a designated area for residents to lay flowers during the period of mourning.  [TBD]	Town Clerk and Deputy Town Clerk.	Ensure there is enough space for the flowers, without impeding any access routes.
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Action Required	Implemented By	Other Notes
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**9. DRESS CODE**

<p>A stock of ribbons and black arm bands will be held in and available from the Mayor's Office for use by Councillors and officers attending following the death of a senior figure.</p>	<p>The stock to be issued and maintained in good order by the Town Clerk.</p>	<p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.</p>
<p>On the death of the Sovereign, the Town Council Chains of office will be worn with a black purse covering the jewel. From the day of death until and including the day of the funeral of the Sovereign, the mace will have a black ribbon tied in a bow around the shaft</p>	<p>The Town Clerk.</p>	

**10. MARKING A SILENCE**

<p>Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace.</p>	<p>Town Clerk/Deputy Town Clerk.</p>	<p>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.</p>
<p>In Whitby, when silence is to be kept, the Town Mayor will lead a public silence on the steps of the Town Hall.</p>	<p>Town Mayor.</p>	
<p>All those listed in Appendix 4 to be invited to be present.</p>	<p>Deputy Town Clerk.</p>	<p>Councillors and others in dark formal day wear. Black ties, badges ribbons and arm bands to be available.</p>
<p>The Public Observing of the Silence to be publicised.</p>	<p>The Town Clerk.</p>	



Action Required	Implemented By	Other Notes
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**11. WEBSITE**

Contact the website provider to design an appropriate hold page.	The Town Clerk.	The hold page will have a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags.
The information for the Condolence Books, Church Services and Flying of the Flags to be drafted for the content of the website.	The Town Clerk.	

**12. LETTERS OF CONDOLENCE**

As soon as is practical, a letter of condolence will be drafted and circulated to the Town Mayor and the Town Clerk before dispatch.	The Town Clerk.	
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## APPENDIX 1

**PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE**

This protocol sets out the action to be taken in the event of the death of:

- The Queen
- The Duke of Edinburgh
- The Prince of Wales
- The Duchess of Cornwall
- The Duke of Cambridge
- The Duchess of Cambridge
- Prince George
- Princess Charlotte
- Prince Louis
- The Duke of Sussex
- The Duchess of Sussex
- The Duke of York
- The Earl of Wessex
- The Princess Royal
- The Countess of Wessex
- The Duke of Gloucester
- The Duchess of Gloucester
- The Duke of Kent
- Prince Michael of Kent
- Princess Michael of Kent
- Princess Alexandra
- The Prime Minister
- Any former Prime Minister, such as Sir John Major
- The Members of Parliament for the constituencies
- A serving Mayor of the Council
- A serving member of the Council

**APPENDIX 2****FLYING FLAGS AT HALF-MAST**

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)), but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**APPENDIX 3****TOWN MAYOR'S STATEMENT**

A statement will be issued by the Town Mayor on the announcement of the death of a senior national figure or other prominent figure.

The statement should begin with a suitable expression of the sadness of Whitby Town Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Town Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from political leadership.

draft

**APPENDIX 4****Those who might be invited to be present: at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a two-minute silence.**

- The Town Mayor and all Members of the Council
- Scarborough Borough Council Mayor & Leader
- Honorary Freemen of the Town
- Senior Council Officers
- Deputy Lord-Lieutenants
- Former Mayors
- Coroner
- Honorary Recorder
- Police & Crime Commissioner & Chief Constable
- North Yorkshire Fire and Rescue
- Yorkshire Ambulance Service
- Local Civic Guests
- Schools
- Church Leaders
- Care Homes
- Other Community Groups

*The High Sheriff will have read the proclamation at County level but that does not prevent a Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the District or Town.*