



Lewes District Council



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

(Updated May 2019)

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

- HM 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
- Archie Harrison Mountbatten-Windsor
- 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
 - The Members of Parliament for the constituencies of which Eastbourne and Lewes form a part
 - A serving Mayor, Chair or Leader of the Council

- A serving member of the Council

This guidance is based on a more detailed document prepared by the National Association of Civic Officers (NACO) in consultation with staff at Buckingham Palace, and East Sussex Chief Executives and Leaders.

While the information contained within is not private and confidential it is intended for internal use only. It should not be interpreted as anything other than a sharing of information to ensure that best practice is observed locally when any of the events described come to pass.

HM The Queen will be given a State Funeral.

The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral.

The Duchess of Cornwall, The Duke of Cambridge, The Duchess of Cambridge, Prince George of Cambridge, Princess Charlotte of Cambridge, Prince Louis of Cambridge, 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 and Princess Alexandra will be given Non-Ceremonial Royal Funerals.

This guidance sets out the protocols that are to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

From this guidance it is possible to select the 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, a Chair, Council Leader or other prominent person.

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

Bear in mind that on the death of the Sovereign or a senior member of the Royal Family, the Buckingham Palace switchboard will be inundated with calls. In the first instance, any requests for clarification or questions about local arrangements can be referred to:

Paul Millward Chair chair@naco.uk.com

Jim Babbington Vice-Chair vicechair@naco.uk.com
0794 11 56 818

Part 1 Implementation of the Protocol on hearing of the death		
Action needed	Additional Information	Officer/s responsible for action
<p>Official Announcement of Death: Inform Chief Executive and relevant Officers to implement protocol after the formal announcement of the death</p>	<p>Relevant Officers:</p> <p>Chief Executive Leaders Head of Business Planning and Performance Assistant Director for Corporate Governance Assistant Director of Legal and Democratic Services Civic & Member Services Officers Cobb PR Facilities Officers</p> <p><i>Contact and Mobile numbers are listed on page 13.</i></p> <p>Wait for the formal announcement to be made by Buckingham Palace/Downing Street if possible.</p>	<p>Implementation will be authorised by the Civic Officers or, in their absence, by the Chief Executive, Head of Business Planning and Performance, Assistant Director for Corporate Governance, or Assistant Director of Legal and Democratic Services.</p> <p>Civic Officers / Cobb PR to ensure all staff and Councillors are aware of the announcement of the death via email on the first working day following the death.</p>
Part 2 Flag flying		
<p>Day of the announcement of the Death: Flags to be flown at half-mast - Immediately</p>	<p>Union Flag will be flown at half-mast outside Southover House, Lewes Town Hall, Eastbourne Town Hall, Eastbourne Bandstand and the Redoubt from the announcement of the death until the funeral of the sovereign, <u>except on Proclamation Day</u> (see below)</p> <p>This must happen as soon as possible following a public announcement - even if it is a public holiday or weekend.</p> <p>An Appendix 2 to this Protocol sets out the correct procedure for flying a flag at half-mast. Contact details for relevant Officers can be found on Page 13.</p>	<p>Civic Officers / Facilities Officers / Seafront Services / Redoubt staff</p> <p>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.</p>

	<p>If the mourning event is not a Royal Death, a decision will need to be made on if and where flags should be at half-mast.</p> <p>Flag must be the Union Flag.</p> <p>Union Flags are stored in Southover House, Democratic Services rolling racks in a plastic storage box, and with Eastbourne Town Hall Facilities team.</p>	
<p>Proclamation Day (D+1)</p> <p>Applicable only following the death of the Sovereign</p>	<p>On Proclamation Day (the day following the death of the Sovereign, when the new Sovereign is proclaimed), the Union Flag will – at 11.00 – be raised to full mast and flown throughout the day at full mast</p> <p>Please see Part 5 below for further information on Proclamation Day.</p>	<p>Civic Officers / Facilities Officers / Seafront Services / Redoubt</p>
<p>Day following Proclamation Day (D+2)</p> <p>Applicable only following the death of the Sovereign</p>	<p>On the day following Proclamation Day (D+2) the Union Flag will be returned to half-mast at 13.00.</p> <p>The Flag may then be raised again in the vicinity of a proclamation ceremony, and lowered at the end of that ceremony.</p> <p>Therefore, in Lewes it should be raised at 14.00 for the County Proclamation, then lowered, raised again at 16.00 for the proclamation at the Town Hall, then lowered again. In Eastbourne it will be raised at 16.00 for the Borough Proclamation, then lowered.</p> <p>It will then remain at half-mast until 08.00 on the day after the funeral.</p>	<p>Civic Officers / Facilities Officers / Seafront Services / Redoubt</p>
<p>On subsequent days:</p> <p>Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, the flag will continue to be flown at half-mast until 08.00 on the day following the</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death (D+10).</p> <p>For other senior members of the Royal Family the number of days will be fewer.</p> <p>For all others identified in the list on page 1, the flag will fly at half-mast on</p>	<p>Civic Officers / Facilities Officers / Seafront Services / Redoubt</p>

<p>funeral.</p>	<p>the day of the announcement of the death. It will fly again at half mast on the day of the funeral.</p> <p>For a summary of the flag flying actions related to the Death of the Sovereign and members of the Royal Family, see Appendix 3.</p>	
<p>Part 3 Books of Condolence</p>		
<p>On the first working day after the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales of The Duchess of Cornwall, a public Book of Condolence to be opened in Southover House reception, and in Eastbourne Town Hall reception.</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> <p>There will be designated areas for floral tributes outside Lewes House and Eastbourne Town Hall.</p>	<p>Books of Condolence should be opened on the first working day after the day of death.</p> <p>The condolence book is loose-leaf sheets of paper in a binder. Book should be placed on a table draped with a black cloth and picture of the Royal concerned (<i>if relevant</i>).</p> <p>A small vase with flowers to be placed next to the photo.</p> <p><i>A Mourning box for reception, containing a condolence book along with tablecloth, vase and framed pictures of senior Royals (for Southover House and Eastbourne Town Hall) are available from the Civic Officers.</i></p> <p><i>Extra supplies of paper will be readily available</i></p> <p><i>Civic Officers will ensure flowers are available as soon as possible</i></p> <p>Cobb PR to arrange:</p> <ul style="list-style-type: none"> • a notice with the times and location of when the book is available for signing and send out Press Release with this information • a notice of condolence based 	<p>Civic Officers / Customer Service Team</p> <p>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 (Chief Executive) on whether or not they should be permanently excluded.</p> <p>Cobb PR</p>

	<p>on the template provided on page 14.</p> <ul style="list-style-type: none"> • A notice advising the public that they may lay flowers outside Lewes House or Eastbourne Town Hall. • The duty Emergency Officer will be required to ensure this will come into effect if the event is out of office hours. The reaction must be immediate. 	
	<p>Website to provide a link to the national book of condolence (www.royal.uk) on the Lewes-Eastbourne.gov.uk Homepage.</p> <p>Communications to add a message of condolence as a homepage article on Council's website (<i>to be based on the templates on page 14</i>).</p> <p>On the death of any other significant person, the Civic Officers will discuss with the Chief Executive and Leaders whether an e-Book of Condolence should be opened on the Council's own website.</p>	<p>Communications – Michelle Ranger / Bryn Mabey</p> <p>Civic Officers</p>
<p>Closure of condolence books (D+11)</p>	<p>Condolence Books will close the day after the funeral, at the end of the day.</p> <p>If Condolence Books are loose leaf and need binding and authorities do not have a local supplier one source is Barnard and Westwood, 23 Pakenham St London, London WC1X 0LB 020 7923 5960 www.barnardandwestwood.com</p> <p>The Book of Condolence will be a local record of the sentiments expressed by local people on the death of a national</p>	<p>Civic Officers</p> <p>Liaise with the County Archivist at The Keep regarding the future of the Condolence Book</p>

	<p>figure. As such, they should form part of the Authority'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.</p> <p>It is not feasible for every Book to form part of the Royal Archives. However, in a letter of condolence from the Chair or Mayor, reference could be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.</p>	
<p>Part 4 Press Release & Communications</p>		
<p>Cobb PR to issue a statement, formal notice or quote of condolence to the press, staff and Cllrs, on the first available working day</p> <p>The Chair and Mayor will issue a statement via the Communications team, expressing the sadness of the Councils and people of the District of Lewes and the Borough of Eastbourne at the news of the death of The statement will also appear on the home page of lewes-eastbourne.gov.uk.</p>	<p>A draft quote is listed on page 14.</p> <p>Civic Officers to ensure that the Chair and Mayor have a draft form of words always available both at home and in the office.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of Books of Condolence, flowers and church services. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website (www.royal.uk), and in the event of the Sovereign, details of the Proclamation.</p>	<p>Cobb PR</p> <p>Civic Officers/Cobb PR/Communications</p>
<p>Part 5 Proclamation Day</p>		

<p>Proclamation – following guidance from the Palace</p>	<p>Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1).</p> <p>The Proclamation will be made at St. James’s Palace at 11.00 (or 14.00 if it is a Sunday – but this is to be confirmed). The Proclamation is then “cascaded”.</p> <p>At 12.00 on D+2 it will be read in Edinburgh, Cardiff and Belfast.</p> <p>Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and Parish level. High Sheriffs will cause the Proclamation to be read at County level and it is likely that Lord-Lieutenants will be alongside them.</p> <p>The High Sheriff, supported by the Lord Lieutenant, will read the County (including B&H) proclamation at County Hall, Lewes at 14.00 on D+2 in the presence of the County Council Chairman, City Council, Borough and District Mayors, Mayor of Lewes Town, Police and Crime Commissioner, Chief Constable, Chair of the East Sussex Fire and Rescue Service, the Resident Judge at Lewes and Honorary Recorder of Brighton, High Sheriff in Nomination, Under Sheriff and High Sherriff’s Chaplain and others. The invitation list will be maintained by the Lord Lieutenant’s Office in conjunction with the Under Sheriff. ESCC Chief Executive will issue the invitations.</p> <p>No local announcements or events regarding the new Sovereign are to be made before the County Proclamation event has concluded.</p>	<p>The Proclamation will be available from either www.royal.gov.uk or www.privvy-council.org.uk.</p> <p>The High Sheriff will also have a copy of the Proclamation.</p> <p>Cobb PR to publicise the County Proclamation details.</p>
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	<p>The proclamation will be read by the Mayor of Eastbourne at 16.00, from the steps of Eastbourne Town Hall. The Mace Bearer, Leader and Chief Executive will be in attendance, and the Civic List will be invited to join them on the steps.</p> <p>Eastbourne Silver Band will then play "God Save the King".</p> <p>The proclamation will also be read by the Mayor of Lewes and Chair of Lewes District Council at 16.00 outside Lewes Town Hall.</p>	<p>Civic Officer to invite Civic List.</p> <p>Facilities team to provide microphone</p> <p>Civic Officer (EBC) to contact Keith Marshall & Meryl Plant of ESB at earliest opportunity: eastbourneband@gmail.com meryl.plant@icloud.com</p> <p>Civic Officer (LDC) to liaise with Fiona Garth at Lewes Town Council</p>
Part 6 Marking a Silence		
Day of the Funeral of the Sovereign (D+10)	<p>Marking a Silence:</p> <p>There will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10).</p>	<p>Civic Officers/ Communications to ensure staff and councillors are aware.</p>
Part 7 Dress Code		
Dress code during mourning period – advice for councillors and officers representing the Council at external and committee meetings	<p>This is up to the individual; councillors may choose to wear black arm bands on the left arm, just above the elbow, or black ties.</p> <p>Mayor and Chair's Chains of Office – possibly to be shrouded/ badge to be placed on black ribbon instead of the chain.</p> <p>Black ribbons also to be tied around the Mace.</p>	<p>Civic Officers to ensure black armbands, ties and black ribbons available.</p>
Part 8 Cancellation of Existing Planned Events		
To review the programme	Civic Officers to liaise with the Mayor /	Civic Officers

<p>of engagements undertaken by the Mayor and Chair to ensure they are appropriate in a time of national mourning and that they sit comfortably with the national mood.</p>	<p>Chair/ Chief Executive.</p> <p>Civic Officer (Eastbourne) to liaise with the Mayor’s Chaplain regarding a possible Civic Service of Memorial.</p> <p>From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which the Mayor/Chair should host or attend. Lunches, Dinners, Receptions and so on 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. Where school visits are planned it might be helpful for the Mayor/Chair to spend time with the children, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Civic Head who does not feel comfortable taking on such a role.</p> <p>Perhaps, when the time comes, the question to ask is not “do we cancel?” but rather “why is it really necessary and appropriate for this event to go ahead?”</p> <p>If a Council or Committee meeting occurs during the period of mourning, it would be appropriate for the Chair to invite a period of silence before the meeting commences.</p>	<p>Committee Officers</p>
<p>Part 9 Timings</p>		
	<p>It is only when reports of a death come through that it will be possible to take a view of whether it is a “straightforward” time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.</p> <p>When the announcement is made of</p>	<p>Civic Officers</p>

	<p>the first reading of the Proclamation at St. James's Palace, it will be possible to establish (probably via television coverage) when the Proclamations are being read in the three other capital cities. Local timings can then be taken from that.</p> <p>A Royal funeral will not take place on a Sunday. Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National commemorations would go ahead in some form, but again the lead on local ceremonies should be taken from indications on television and in the media of plans for the Cenotaph.</p> <p>So far as General Elections are concerned it is possible that political parties would suspend campaigning and if Polling Day fell between D and D+8 it is conceivable that people would still cast their votes, but at the end of the day it is a political and legal decision. Returning Officers will need to understand what mechanisms, if any, exist for stopping the election process once it has started. When Jo Cox M.P. was murdered the campaigning stopped but the election continued. When the foot and mouth epidemic struck in 2001 a general election was scheduled for the May but there was time enough for Parliament to delay the moving of the writ so the election could be held off until the June.</p> <p>There is a degree of flexibility in the date of the funeral; for instance, it will be on D+11 if D+10 is a Sunday. It may be that with some careful and sensitive manoeuvring, the timetables can be made to work so that campaigning in a General Election stops, polling takes place and all the ceremonial fits around it. Much of it may have to rest</p>	<p>Returning Officers/Electoral Services Leads</p>
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	<p>on decisions at the time when the extent of the overlap becomes clear.</p> <p>In most weeks of the year there is a by-election taking place for local authorities and again Returning Officers will need to give thought to how the death of a senior member of the Royal Family would have an impact on this.</p>	
Part 10 Social Media and Websites		
	<p>There is now an expectation that civic leaders will give a public response in the event of the death of a national figure or following a tragic event. There is also useful guidance that local authorities will wish to publicise swiftly in these circumstances.</p> <p>A 'ghost' home page for the Councils' website has been prepared which can be uploaded as soon as news of a death is officially confirmed by the Palace. The page contains:</p> <ul style="list-style-type: none"> - A message from the Mayor and Chair - Information about the flags at half-mast, books of condolence, laying flowers, and details of local proclamations and church services (as soon as available) 	<p>Communications – Michelle Ranger / Bryn Mabey</p>
Part 11 Letters of condolence		
	<p>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 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.</p>	<p>Civic Officers</p>

Out of hours phone numbers		
Chair LDC	Cllr Stephen Gauntlett	07932806770
Mayor EBC	Cllr Steve Wallis	01323 643869
Chief Executive	Robert Cottrill	07775 653875 (strictly private)
Leader LDC	Cllr Zoe Nicholson	07748 966527
Leader EBC	Cllr David Tutt	07860 639672
Civic Officer LDC	Caroline Hanlon	07584 142734 07950 492485
Civic Officer EBC	<i>Nicola Metcalfe</i> Robert Ramsden	07939 580916 07831 505404
Committee and Civic Services Manager	Simon Russell	07828679180
Communications	Jo Harper Bryn Mabey	07966 645033 07800 689242
Cobb PR	Sue Cobb Chris Gape	07766 607270 07779 252860
Facilities Officer (Caretakers)	Peter Hastings	07800 689307
Communications (Website)	Bryn Mabey Michelle Ranger	07800 689242 07706 108740
Customer First Team	Linda Farley	07939 579644
Lord Lieutenant	Peter Field c/o Victoria Golding	01273 291394

Mace Bearer EBC	Robert Ramsden	07831 505404
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Form of words to use in the event of a Royal Death.
(to be adapted to the particular situation or context)

Official statement templates

These will be issued by Cobb PR on the first available working day. Chair's statements may need to be made at short notice and placed on the Council's noticeboard as well as being given to the press, if out of working hours. In both cases the template provided can be used as a guide, and out of hours phone numbers can be used to contact Civic Officers and Communications.

The exception would be in the case of a major emergency incident, in which case the emergency plan would take precedence.

External Statements

Royal Death

"The Councillors and Officers of Lewes District Council and Eastbourne Borough Council are deeply saddened at the news of the death of... Our thoughts are with the Royal Family at this time."

This could be followed with information about the flags and the books of condolence

Local disaster

This wording can only be a start point, as a statement needs to be carefully crafted to suit the event.

"Lewes District Council and Eastbourne Borough Council /We is/are shocked by/is deeply saddened by the (terrible) news of..... Our thoughts are with the loved ones of the victims at this time..."

(At this point it might be helpful to provide a more human/personal feeling about the nature of the event. This can only be worked out at the time. If in doubt and short of time it is best to keep the statement simple along the lines outlined above).

(Then go on to say how the authority is helping if relevant).

Internal statement to staff

This statement should include the official statement made externally and any arrangements made for staff e.g. to enable them to observe a minute's silence. It should be issued on the first available working day via email

General Notes to all of the above:

In addition the Royal website should be consulted www.royal.uk

For any advice not immediately available from the Royal website or the NACO website the local Lieutenancy should be consulted. Lord Lieutenant's office contact details are on page 10.

The above also applies on any other occasion where Her Majesty has given special command e.g. the funerals of members of the Royal Family, Prime Ministers and ex-Prime Ministers of the UK, foreign rulers.

Guidance should be sought from either the Royal or the Government web site in the case of a national disaster on the flying of the union flag at half-mast.

Responsibility for keeping this document up to date will rest with Civic Officers and Communications. This document will be filed with the Chief Executive, the Civic Offices and Communications.

In the event of a major emergency incident, the emergency plan will take precedence over this protocol.

APPENDIX 1

Statement to be issued by the Mayor / Chair 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 the Authority 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 and church services held, then reference could be made to that.

In the event of the death of the Sovereign, details of the local proclamations should be made available.

When a decision has been taken on the Civic Head'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 the political leadership and the Executive.

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) 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 degrees from the vertical, but a mourning cravat can be used instead (see 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.

APPENDIX 3
Marking the Death of the Sovereign – Flag Flying instructions

Day		Action needed
D	The formal announcement of the Death of the Sovereign	Union Flag to fly at half-mast immediately at the request of the Civic Officer, even if it is a public holiday or weekend.
D+1	Proclamation Day (the day following the Death)	11:00: Union Flag to be raised to full mast (to coincide with the Reading of the Principal Proclamation) and flown throughout the day at full mast. (or 14:00 if D+1 is a Sunday)
D+2	The day following Proclamation Day	On the day following Proclamation Day (D+2) the Union Flag will be returned to half-mast at 13.00 . The Flag may then be raised again in the vicinity of a proclamation ceremony, and lowered at the end of that ceremony. Therefore, in Lewes it should be raised at 14.00 for the County Proclamation and again at 16.00 for the Lewes Town Hall proclamation, and in Eastbourne at 16.00 for the Borough Proclamation. After the ceremonies it will then remain at half-mast until 08.00 on the day after the funeral.
D+10	The day of the funeral of the Sovereign	Flag flown at half-mast all day Two-minute Silence at 11am
D+11	The day following the funeral of the Sovereign	08.00: Flag returned to full-mast. Usual local arrangements to resume.

Marking the Death of other members of the Royal Family identified in the list on page 1 – Flag Flying instructions

	Day	Action needed
	The formal announcement of the Death of the Royal Family member	Union Flag to fly at half-mast immediately at the request of the Civic Officer, even if it is a public holiday or weekend until 08.00 on the day following the funeral.
	The day of the funeral of the Royal Family member	Two-minute Silence at 11am (TBC)
	The day following the funeral of the Sovereign	08.00: Flag returned to full-mast. Usual local arrangements to resume.

For all others identified in the list on page 1, the flag will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume until the day of the funeral when the flag will again fly at half-mast.

APPENDIX 4

List of possible suppliers

NACO does not formally endorse any of these companies but is aware that they supply the items listed.

Black arm bands can be purchased from:

Vanessa Treasure Designs,
43, Heaton Terrace,
Porthill,
Newcastle-under-Lyme, 01782 626829
Staffordshire, v.treasure@btconnect.com
ST5 8PA www.vanessa treasure.co.uk

Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer

Black ties can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Table cloths can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Framed photographs can be purchased from:

**But remember to contact Mike O'Keefe before ordering
so that you can get your NACO discount**

Mike O'Keefe (mike@royalimages.co.uk)
Custodian of the Official Royal Image Library of
H.M. The Queen and H.R.H. The Duke of Edinburgh.

Black edged paper hole-punched to fit in a loose leaf binder can be purchased from:

Barnard and Westwood,
23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com

This company can also bind the loose leaf pages when the book is closed.