

Toft Newton Parish Council

Operation Menai Bridge Protocol



Following his Accession Council on the 10th of September 2022, the King's style and titles as proclaimed by the Garter King of Arms, are:

“Charles the Third, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith.”

Introduction

This protocol sets out the actions to be taken locally following the death of His Majesty King Charles III (code-named *Operation Menai Bridge*).

This protocol can be shared publicly and is based upon the contents of the in-depth *OFFICIAL – SENSITIVE* Guidelines on a Ceremonial Response to Death as published by the National Association of Civic Officers in July 2024.

Protocol

This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, or heir apparent. **The Proper Officer shall be responsible for enacting this protocol.**

Toft Newton Parish Council's functions and business will continue as usual but with respect, reverence and grief.

Meetings where the agenda has already been issued, and other certain events may proceed, but celebratory events should be cancelled or rescheduled.

If the agenda has not been issued and a meeting is due to take place, the Proper Officer and Chairperson must decide whether to proceed or to reschedule for after the official mourning period has concluded.

The Proper Officer and Chairperson shall determine what is appropriate for the parish.

Timetable for national mourning (sovereign)

D Day:	Date of death
D+1*	Proclamation Day (London)
D+2*	Proclamation Day – this includes the parish of Toft Newton.
D+X	Middle Sunday civic service
D+4–6 to D+9	Lying in State
D+10	Date of Funeral

** Applies to death of the sovereign only.*

As Toft Newton Parish Council are not responsible for a flag pole, we have not included the guidelines that apply when flying the Union Flag in this protocol.

Website

A black homepage, featuring a photo of the deceased, their birth and death years and links to the main website and local tribute information (condolence books, church services, flowers and proclamations) will be added to the Toft Newton Parish Council website ASAP until 8am on D+11. Jadu has enabled the facilities for this to be completed quickly and professionally.

A message from the Chairperson will be published and will remain accessible via the news feed on our website.

Instructions from Jadu, our website host were created in July 2024 and can be viewed in their blog post at <https://blog.jadu.net/blog/operation-menai-bridge>.

Armbands

Councillors and officers can be provided with black armbands which may be worn during the mourning period when Councillors and officers are participating in any public or parish duties.

Local proclamation

On the occasion of the death of the sovereign, at 4pm on D+2 the Chairperson shall read a local proclamation at Toft Newton Village Hall, it shall be advertised on the Parish Council's website and via social media to invite local residents.

If the Chairperson is not available, then the Vice-Chairperson shall read the local proclamation. If neither the Chairperson nor Vice-Chairperson are available, then the Proper Officer shall read the local proclamation.

Civic service

A civic service will be held at Lincoln Cathedral on the middle Sunday, a service may be arranged locally with the clergy at St Michael's Church, in Newton by Toft.

Floral tributes

An area for floral tributes shall be provided outside the Village Hall, and arrangements shall be made with St Michael's Church for floral tributes to be left outside of the Church.

It will be requested that no plastic / cellophane is used. Commemorative items such as stuffed toys will not be allowed.

The flowers will be collected after the funeral and composted in the compost bins adjacent to the old allotment plots.

The compost may then be used to fertilise a tree which at the discretion of Councillors will be planted in memory of the deceased by the Chairperson within, or just in front of the perimeter hedging of the playing field.

Condolence books

Toft Newton Parish Council will provide loose-leaf condolence books at Toft Newton Village Hall and at St Michael's Church.

Loose sheets shall also be provided to other local organisations; an online condolence book and downloadable pages shall be added to the Toft Newton Parish Council website.

There will be a condolence book at the Village Hall, with a framed photograph of the deceased on a table dressed in a tablecloth.

Following the funeral all sheets will be bound with a photograph of the deceased and their birth / death years and a message from the Chairperson shall be entered into the condolence book which will be placed on deposit at Lincolnshire Archives, after the sovereign's Private Secretary has been offered the opportunity to receive the condolence book.

Portrait

The King's Official Portrait, which is already displayed in the Village Hall entrance, shall be adorned with a **black** mourning ribbon. The mourning ribbon shall remain on the portrait for one month following the funeral.

The portrait can either then be removed or remain in place, at the discretion of the Parish Council and the Village Hall Association.

Letter of condolence

A letter on behalf of the parish shall be sent to the sovereign's Private Secretary by the Chairperson.

This protocol will be updated at such times as the Government; the Local Government Association or the National Association of Local Councils provides further advice, guidance or instructions to update this protocol.

Adopted by Toft Newton Parish Council: 27th October 2026