

Operation Menai Bridge Plan

Burnham Market Parish Council

Introduction

This plan provides guidance for Burnham Market Parish Council to follow in the event of the death of a senior member of the Royal Family. The aim is to ensure appropriate, respectful observance and effective communication within our parish community.

1. Communication with Council Members

Upon notification from the national government or local authorities of the passing, the Chair and Vice-Chair will immediately inform all councillors and relevant staff members.

- Initial Contact: A brief message will be sent to all council members confirming the event and outlining immediate steps.
- Meeting: The Chair will call a short meeting to confirm procedures and assign responsibilities.

2. Announcement to the Community

The council will make an official statement on the parish website, social media, and the noticeboard to inform residents. Key elements of the statement include:

- Condolences to the Royal Family on behalf of the parish.
- Information on how parishioners can pay their respects, including national mourning guidelines and any local observances.

3. Flags and Symbols of Respect

- Lowering of Flags: If a flagpole is available, the flag will be lowered to half-mast and remain in this position until the day following the funeral.
- Council Buildings: Any council property will display black mourning ribbons or symbols as appropriate.

4. Books of Condolence

A Book of Condolence will be made available at [specify a location, e.g., Ripper Hall] for residents who wish to leave messages of respect. Details for a possible online Book of Condolence link provided by Buckingham Palace will also be shared.

5. Observance Events

The council will hold a short observance event or support other local gatherings:

- Two-Minute Silence: The parish council will observe a two-minute silence at [specify location and time, typically 11:00 a.m. on the day of the funeral].
- Community Events: Any existing events will be reviewed to ensure appropriateness, and adjustments may be made to reflect the solemnity of the occasion.

Adopted May 2025

Review: as needed

6. Council Business and Public Meetings

For the mourning period:

- Council Meetings: Meetings will proceed only if essential, with an adjusted agenda to reduce non-urgent matters.
- Event Cancellations: All festive events organized by the council will be paused or cancelled.

7. Media and Public Queries

The Chair and Clerk will serve as primary points of contact for all media inquiries and public questions. Any press releases will be coordinated through local media and the parish website.

8. Social Media and Website Updates

A dedicated section on the parish website will outline the council's response, flag etiquette, and observance details. Social media posts will share updates and inform residents of respectful remembrance guidelines.

9. Review and Debrief

Following the funeral, the council will meet to debrief and review the effectiveness of the plan, documenting any learnings for future occasions.