

**Correspondence File 1**

**Events SC**

**7<sup>th</sup> June 2021**

abergele



**GIG**

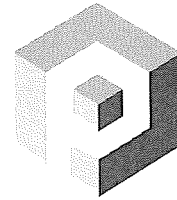
**DYDD GOFAL CYMDEITHASOL  
A GWEITHWYR Y RHENG FLAEN**

*DIOLCHWN I CHI*

**NHS  
SOCIAL CARE &  
FRONTLINE WORKERS' DAY**

*WE THANK YOU*

Noddir gan Powlsons / Sponsored by Powlsons 0149 532156



**POWLSONS**  
DESIGN & PRINT

Abergele Town Council  
Town Hall  
Llanddulas Road  
Abergele  
LL22 7BT

Erw Wen Road,  
Colwyn Bay, LL29 7SD  
Telephone: 01492 532156  
Facsimile: 01492 532707

e-mail: sales@powlsons.co.uk

Thursday, 13 May, 2021

**Estimate 19623 / ATC01**

Dear Mandy

I have pleasure as requested in submitting the following quotation(s) for your consideration, as follows:-

<b>1</b>	<b>£ 25.00</b>	<b>Reference</b> Banner
		<b>Job Details</b> 104cm x 91cm in size. including artwork

PLEASE NOTE:  
PAYMENT IS BY CHEQUE / DEBIT CARD / BACS

I hope the above price(s) are to your satisfaction,  
please do not hesitate to contact me if you require  
any further assistance.

Yours

John Richard Jones  
*Managing Director*

**TERMS AND CONDITIONS**

The above estimate prices are valid for 30 days from the above date.  
**All prices exclude VAT. VAT at the current rate will be charged at Invoice date where applicable.**  
LOGO / CORPORATE IDENTITY - clients will be invoice for all logo/corporate identity artwork not mentioned in the above details .  
Design/Artwork - any major changes in artwork after the first or any subsequent proofs will be charged for. The price shown unless  
stated includes a basic design cost, a further quotation will be given after the initial design consultation.  
It is the clients responsibility to check all proofs, any missed corrections not marked on the return of proofs and thereafter printed  
can only be reprinted at clients cost.  
Any design work resulting from this Estimate will be charged for .  
Digital print uses process colours rather than spot or Pantone colours and we endeavour to match as closely as possible but  
please bear this in mind when specifying your designs and upon receiving your final product. For exact colour matches we would  
recommend using our Litho printing process.  
E&OE

**clerk@abergele-towncouncil.co.uk**

---

**From:** Cllr. Tracey Brennan <cllr.t.brennan@abergele-towncouncil.co.uk>  
**Sent:** 12 May 2021 10:58  
**To:** ATC Clerk  
**Cc:** Cllr Baker; Cllr Hunter  
**Subject:** Event for children

Hi Mandy,

I have an idea for an event for local school children that I think would be great for them to mark the end of this horrid educational year for them. Could you please add to the relevant agenda for discussion.

As we all know children have suffered terribly during the COVID lockdowns and missed lots of education and being outside. My idea is to create an event involving the schools burying a time capsule in the grounds of Gwrych Castle. It would give the children an opportunity to reflect on the past year and hopefully give them positive closure on this most difficult time for them. It would address several areas of an educational and fun activity in the fresh air in beautiful surroundings as well as an opportunity for those that may not have been there to experience one of the towns beautiful natural spaces. We could look at donating a tree (or having a local business donate one) and perhaps a little plaque, giving the children positive acknowledgement of how well they have done, plus somewhere to visit in later years. The mayor could be invited to give a 'well done' talk to the children on dealing with their challenges and supporting their mental health.

I feel this is something we could organise quite quickly and with it being such a vast area, there would be no issues to meet social distancing and with little or minimal cost. Most importantly something for children to look forward to.

Thank you

cllr Tracey Brennan

Sent from my iPad



**From:** clerk@abergele-towncouncil.co.uk  
**Sent:** 12 May 2021 11:48  
**To:** 'Cllr. Tracey Brennan'  
**Cc:** 'Cllr Baker'; 'Cllr Hunter'; 'ATC Deputy Clerk'  
**Subject:** RE: Event for children

**Categories:** Egress Switch: Unprotected  
**Switch-MessageId:** c39cdd14a57a4ffdbc34d6f99a82debc

Good morning Cllr. Brennan

Many thanks for your email, I am sure that the Council would agree that this is a worthwhile event.

I have forwarded your email to CCBC Events Manager for her input as I am not sure on the current regulations with regard to arranging gatherings. Please see below an extract from the Welsh Government website with the guidelines on their site today:

*Organised activities encompass a broad range of activities that can be attended by people of any age. This includes activities such as team sports, exercise classes, meetings of religious groups and support groups. During these activities, up to 30 people of any age will be able to gather from a mix of households as long as they remain outdoors. If the organised activity is taking place indoors, the maximum number of people aged 11 and over that can take part is 15.*

*Organised activities do not include activities such as parties or wider social gatherings of families and friends beyond the arrangements for meeting other people. Organised activities must not take place in private homes, including in the gardens or grounds. Organised activities must not involve the consumption of alcohol.*

*An organised activity must be organised by a business, public body or a charitable, benevolent, educational or philanthropic institution, a club or political organisation, or the national governing body of a sport or other activity. The organiser of the activity must meet requirements in the regulations to take all reasonable measures to minimise the risk of exposure to coronavirus and must carry out a risk assessment.*

I will add your request to the next P&F Agenda for members consideration, if members wish to consider further, i.e. defer to the Events Committee, I will forward you a project brief for you to complete with further details e.g. the number of children involved, the number of capsules required i.e. one for each school or one for all?, how will social distancing be organised/managed and who would provide the Risk Assessments and documentation required.

Kind regards

Mandy

Mandy Evans  
Clerc y Dref/Town Clerk  
Cyngor Tref Abergele Town Council

-----Original Message-----

From: Cllr. Tracey Brennan <cldr.t.brennan@abergele-towncouncil.co.uk>  
Sent: 12 May 2021 10:58  
To: ATC Clerk <clerk@abergele-towncouncil.co.uk>  
Cc: Cllr Baker <cldr.mark.baker@conwy.gov.uk>; Cllr Hunter <cldr.alan.hunter@conwy.gov.uk>  
Subject: Event for children



CF | page 4

**RE: End of term event (COVID)**

Pennaeth Sant Elfod <pennaeth@santelfod.conwy.sch.uk>

Fri 28/05/2021 16:03

To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Prynhawn da Lorraine

Apologies for the delay in responding to your email.

We're happy to attend in principle but would need some detail re numbers, shared toilet facilities, etc.

We would probably only send a selection of pupils i.e. a bubble of 30 to avoid any mixing.

The LA have been very clear in their message to schools in that they do not wish any school to relax their covid control measures. It was only a few weeks ago that we were given the go ahead to take groups beyond the school gates.

Please do keep me updated and fingers crossed that the situation continues to improve and that our pupils will be able to attend. They've managed so well under the circumstances and deserve a treat.

Many thanks

Regards

Gwynne

---

**From:** ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

**Sent:** 24 May 2021 13:26

**To:** Swyddfa Sant Elfod <swyddfa@santelfod.conwy.sch.uk>

**Cc:** Pennaeth Sant Elfod <pennaeth@santelfod.conwy.sch.uk>

**Subject:** End of term event (COVID)

FAO: Head Teacher Mr Vaughan

Please find attached a letter regarding a suggestion for an event for schoolchildren towards the end of term to mark the end of a difficult year.

I would be grateful for your views on organising an event like this and, if you are happy for your school to take part under current COVID, rules I can include it on the next Events Agenda on June 7th.

Kind regards

Lorraine

Lorraine Whalley  
Deputy Clerk/Dirprwy Clerc  
Cyngor Tref Abergele Town Council  
Llanddulas Road  
Abergele LL22 7BT  
01745 833242

---

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopio, na'i ddsbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Bwrdeistref Sirol

CFI page 5

## Fw: Digwyddiad ar gyfer plant ysgol

ATC Admin <admin@abergele-towncouncil.co.uk>

Tue 01/06/2021 09:18

To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Morning Lorraine

Mr Williams from Ysgol Glan Morfa left a message on the voicemail from Friday saying he will email some questions regarding the visit to Gwrych, and I have received the email below and translated in blue.

Sue

*Thank you for your email and phonecall today, I did try and ring back and left a message. Thank you as well for the invitation for the event at Gwrych Castle. I would like to agree to bring a group of pupils up to 10 children to the event, as long as I am happy with the risk assessment for it. I would like to ask if every school are all attending together at the same time, or is there a timetable for visiting. The Main reason for this is the toilet situation and the fact that we are not suppose to be mixing bubbles. Once I receive a copy of the risk assessment I will definitely confirm one way or another.*

*Thank you*

---

**From:** Pennaeth Glan Morfa <pennaeth@glanmorfa.conwy.sch.uk>

**Sent:** 28 May 2021 16:27

**To:** ATC Admin <admin@abergele-towncouncil.co.uk>

**Subject:** RE: Digwyddiad ar gyfer plant ysgol

Pnawn da.

Diolch am yr e-bost a'r alwad ffôn heddiw. Rwyf wedi ceisio ffonio'n ôl ac wedi gadael neges.

Diolch hefyd am y gwahoddiad i'r gweithgaredd yng Nghastell Gwrych. Hoffwn gytuno i ddod a grŵp o ddisgyblion (hyd at 10 o blant) i'r digwyddiad cyn belled â fy mod yn hapus efo'ch asesiad risg ar ei gyfer.

Hoffwn holi hefyd a fyddai pob ysgol yn mynychu'r digwyddiad ar yr un amser, neu oes amserlen ar gyfer ymweliad yr ysgolion? Y rheswm pennaf dros hyn yw'r sefyllfa toiledu, a'r ffaith nad ydym i fod yn cymysgu swigod.

Unwaith y caf weld copi o'ch asesiad risg, medraf gadarnhau yn bendant, un ffordd neu'r llall.

Diolch yn fawr.

Hugh.

---

**From:** ATC Admin <admin@abergele-towncouncil.co.uk>

**Sent:** 24 May 2021 14:34

**To:** Pennaeth Glan Morfa <pennaeth@glanmorfa.conwy.sch.uk>

**Cc:** ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

**Subject:** Digwyddiad ar gyfer plant ysgol

Annwyl Mr Williams

Rwyf wedi atodi llythyr ynglyn a digwyddiad ar gyfer plant ysgol, tuag at ddiwedd tymor i ddathlu diwedd blwyddyn anodd.

Buaswn yn ddiolchgar o'ch barn ar baratoi digwyddiad fel hyn ac os ydych yn hapus i'ch ysgol gymryd rhan o dan rheolau presennol Cofid. Mi fedrai ei cynnwys ar agenda cyfarfod digwyddiadau nesaf ar

CFI page 6

y 7fed o Fehefin.

yn gywir

**Susan James**

Swyddog Gweinyddol / Administration Officer

Cyngor Tref Abergele / Abergele Town Council

[admin@abergele-towncouncil.co.uk](mailto:admin@abergele-towncouncil.co.uk)

Ffon/Tel: 01745 833242

-----  
"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddsbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Bwrdeistref Sirol Conwy, yr Ysgol, na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw firysau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

"This email and any attachments are confidential and intended for the named recipient only. The content may contain privileged information. If it has reached you by mistake, you should not copy, distribute or show the content to anyone but should contact the originator at once. Conwy County Borough Council, the School or the sender do not accept any responsibility for viruses, and it is your responsibility to scan any attachments."



**RE: End of term Event (Covid)**

Pennaeth St George <pennaeth@stgeorge.conwy.sch.uk>

Fri 28/05/2021 15:39

To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Hi Lorraine

Thanks for your message and phonecall. I hope you're ok.

I think St George will not attend this event as we'd need buses etc and I don't feel that we're ready for that in the present climate.

Thank you for asking and I hope that, if the event takes place, it will be a success.

Regards

Andrew

---

**From:** ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

**Sent:** 24 May 2021 13:54

**To:** Pennaeth St George <pennaeth@stgeorge.conwy.sch.uk>

**Subject:** End of term Event (Covid)

**Importance:** High

FAO: Mr Roberts

Please find attached a letter regarding a suggestion for an event for schoolchildren towards the end of term to mark the end of a difficult year.

I would be grateful for your views on organising an event like this and, if you are happy for your school to take part under current COVID, rules I can include it on the next Events Agenda on June 7th.

Kind regards

Lorraine

Lorraine Whalley  
Deputy Clerk/Dirprwy Clerc  
Cyngor Tref Abergele Town Council  
Llanddulas Road  
Abergele LL22 7BT  
01745 833242

---

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddosbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Bwrdeistref Sirol Conwy, yr Ysgol, na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw frysau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

"This email and any attachments are confidential and intended for the named recipient only. The content may contain privileged information. If it has reached you by mistake, you should not copy, distribute or show the content to anyone but should contact the originator at once. Conwy County

CFI page 8



---

## Large Composite Time Capsule

Our large composite time capsule, with approx internal size 235mm x 600mm. Capsule has raised/embossed text cast on the lid to show who buried it and what year it was buried. Your personalised text goes around periphery of lid with our standard text in the centre. As an optional extra you can have custom text cast in the centre with your alternative message. Should you wish not to have personalised text the capsule lid will just come with our standard text in middle. Supplied with sealant/adhesive and easy to follow instructions on how to seal capsule lid yourself.

### Approx specification

**Internal size: 235mm x 600mm (9.25" x 23.5")**

**External size: 258mm x 618mm (10.15" x 24.25")**

**Weight: 7kg**

**Volume: 25 litres**

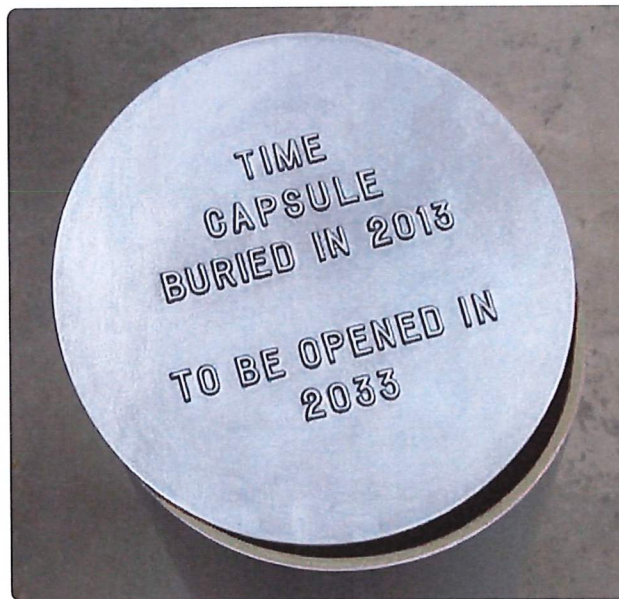


## Pricing

You have 3 choices on how the text is cast on the large time capsule lid.

Time capsule with just our standard text cast in centre & current year:

**£215.00 + delivery & Vat**



Time capsule with our standard text in middle and your personalised text cast around periphery of lid:

**£240.00 + delivery & Vat**



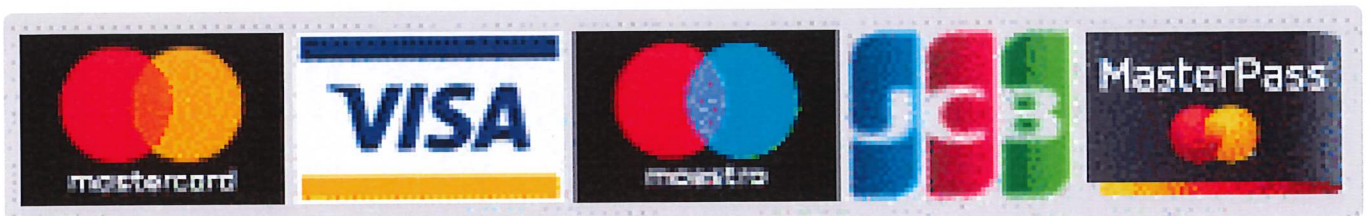


Time capsule with your personalised text cast around periphery and centre of lid:

**£270.00 + delivery & Vat**



[Click here to order](#)





---

## Lead Time Capsule

This is our original lead time capsules cast in lead, which has been specifically chosen in consultation with metallurgists and conservationists for its resistance to corrosion when buried underground for long periods (some since Roman times), and the contents found to be in remarkable condition.

Lead is an ideal natural material from which to make a time capsule, many studies have shown that its highly resistant to corrosion when buried underground for many years. It has been used for centuries on church roofs, in stain glass windows and underground pipes (some since Roman times). The Romans also made coffins from lead and you read of how their contents were amazingly preserved.

### Approx specification

**Internal size: 455mm x 150mm x 120mm (18.0" x 6.0" x 4.75")**

**External size: 485mm x 180mm x 138mm (19.0" x 7.12" x 5.4")**

**Weight: 25kg**

**Volume: 8 Litres**



## KEY FEATURES

- 1: Specifically designed for burial underground.
- 2: Cast in lead as one solid box with no bottom joints, approx 1/4" section thickness.
- 3: Rebated lid.
- 4: Text cast on the lid to show who buried it and when. (Optional)
- 5: Relatively low temperature to seal the lid by lead welding this gives a strong totally enclosed permanent seal to last the years.

## TEXT CAST ON LID (Optional)

You can have personalized text cast on the lid to show who buried it, what year it was buried with opening year.

## HOW TO SEAL THE LEAD TIME CAPSULE

**Option 1:** (Welded by Gas torch) Ask your local plumber or college plumbing dept to seal time capsule, as they will have experience in lead burning. This method uses a gas torch to produce a welded joint known in the plumbing trade as (lead burning) it will give the time capsule a strong joint totally sealed from moisture / oxygen entering.

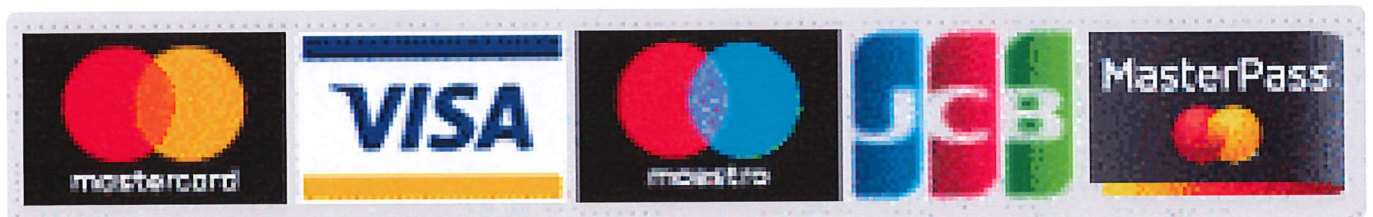
**Option 2:** Welded by Tig torch) Ask a local welding company or college welding dept to seal the time capsule, they will have experience in welding. This method uses an electrical powered tig torch to produce a welded joint. It will give the time capsule a strong joint totally sealed from moisture / oxygen entering.

**Procedure:** Make sure all the contents are in the time capsule and tuck a piece of card between the contents & the inside of the time capsule for extra safety, then put the lid on and turn the capsule upside down. Firm all-round the joint of the lid with a ball pein hammer to close the gap between the lid & the box. Cut some strips of clean lead roof flashing to use as your welding rod (do not use solder) then clean along the joint with a wire brush or file. Using the smallest flame/amps necessary tack weld each corner to secure the position of the lid. Turn the time capsule on it's side and weld in small 2" runs moving from one side of the casting to the other allowing time for the casting to absorb the heat within itself, if necessary rest a while between welds so there is not too much heat build up.

**Time capsule with plain lid: £275.00 + delivery & Vat**

**Time capsule with text cast on lid: £300.00 + delivery & Vat**

[Click to order](#)



...

<input type="text"/>	<input type="button" value="Search"/>
----------------------	---------------------------------------

[Terms & Conditions](#)

[Privacy Policy](#)

## OPERATION LONDON BRIDGE WEBINAR 25<sup>TH</sup> May 2021

The webinar was hosted by SLCC to provide information on Operation London Bridge, the code name given to the passing of Her Majesty Queen Elizabeth II. All councils need to be prepared as this will only happen once and the actions taken must be done correctly and sensitively. Try not to clash with national and TV events. It is not mandatory to instigate an action plan.

In brief the format for official mourning is as follows:

- D Day            The official announcement is made by Buckingham Palace. If it is made in the morning the office should close at noon. Flags flown at half mast.
- One church bell is tolled at 12 Noon if the announcement is made in the morning. Bell is tolled at 12noon D+1 if announcement is made in the afternoon.
- D+1              Proclamation Day from Buckingham Palace  
                    Union or national flags at full mast on this day
- D+2              Proclamation Day read by the High Sherriff at 12:30  
                    Option for Town Mayor/Chair to read proclamation at 1:30  
                    Union or National flags are at full mast on this day
- D+3 9am        Vertical mast: Flags at half-mast  
                    Angled flagpole: Flags at full mast with one or two black cravats
- D4-D10         Celebratory events should be cancelled  
                    Remembrance Sunday will continue as planned  
                    Mayor can support community with messages of support and by visits to schools, care homes etc.  
                    No meetings can be summoned  
                    Meetings that have been summoned can take place at the discretion of the Council.  
                    Public buildings can be floodlit in purple. If purple filters are not available, lights should be turned off.  
                    Diocese organises Civic Service on the middle Sunday in major churches and cathedrals. Local parishes may hold church services on the eve of the funeral with muffled bell peal.
- D+10            The day of the funeral is Public Holiday unless a Saturday. If D+10 falls on a Sunday the Funeral will take place on D+11



Advance Preparation

Condolence Books	An official online condolence book will be set up by Buckingham Palace. Provide a link on the website for members of the public. If a condolence book is purchased decide on locations including the Town Hall	Loose leaf recommended
Portraits of Her Majesty the Queen	A framed portrait for the condolence book is required Purchase an official portrait for the website online.	Smallest 10x8 £92.20 (w/o frame) Official webpage photo not available until the Official Announcement is made
Website	Arrange for a shadow webpage to be built which can be activated as soon as the official announcement is made. The webpage should hold a portrait, a message of condolence from the Mayor and tabs to signpost visitors to more information about the period of mourning and the funeral	TBC
Proclamation	If the Mayor chooses to read the proclamation locally, decide on location and arrangements. (Podium, PA system, guestlist, publicity) Liaise with County and check if it will be holding proclamation reading.	
Dress Code	Black ties, armbands or lapel ribbons should be worn (including staff). A black pouch for the Mayoral Chain jewel. Black ribbon for the framed portrait accompanying the condolence book (if purchased).	Armbands approx. £10 ea Ribbons
Floral Tributes	To decide on a location where the public can lay flowers.	

## OPERATION LONDON BRIDGE

### Advice Note

Operation London Bridge is the code name given to the passing of Her Majesty The Queen. All councils need to be prepared as this will only happen once and the actions taken must be done correctly.

Following the death there will be an official announcement from Buckingham Palace after which a period of ten days state mourning will follow. D-Day being the date of the death and D+10 the date of the full state funeral, unless D+10 falls on a Sunday, then the funeral will be held on D+11 Monday.

It is recommended that all councils prepare themselves and be mindful that there may be pre-arranged council events which may have to be cancelled during the ten day period.

Local Government Act 1972, s 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a council meeting, or anything that is required to be done. When HRH The Prince Philip, Duke of Edinburgh passed away this was interpreted as none of the eight days of mourning could be used in calculating the three clear days; for this reason, the council may need to postpone a meeting, or giving notice for a meeting, until after the funeral has taken place. Similarly, if the four days between a council election and the day new members take office fall within the period of mourning the taking of office will be delayed until after the funeral.

Other events to consider: if Remembrance Sunday falls within the ten day period of mourning, remembrance services will continue as normal with added prayers etc. But if National Beacon Lighting and/or Bell Ringing are planned, these will have to be cancelled as they are a sign of celebration. Likewise, other activities; performances, galas, opening events, carol services, markets, light switch-on, these will all need to be considered for rescheduling or cancellation.

There are several elements which each council will need to consider and to what extent they wish to engage with regards to:

### Flags

Vertical flag pole; the Union Flag should be flown at half-mast throughout the period of mourning, except for D+1 and D+2 Proclamation Day when the new King is Proclaimed (Operation Spring Tide).

Angle flag pole; the Union Flag should be flown at full-mast with a black cravat attached.

All flags/flag poles to return to normal by 9am the day after the funeral.

© Copyright 2021  
SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

## Websites

Councils should prepare suitable words to put on the website from the Mayor or Chair of the Council.

Home page should be over written with a black page carrying a portrait of Her Majesty The Queen and associated tables below to the council's home page and other tabs required during the period of mourning, for instance a link to online books of condolence.

Detail everything that will be happening during this period and events cancelled or postponed.

## Condolence books

A condolence book should be made available for signing in the Town Hall/Council Office, and places of worship. Council may also like to take these to schools and care homes.

Loose leaf pages are recommended as any pages that are defaced or unsuitable comments written on can be destroyed.

Following D+11, the folders can be collated and bound, and a letter sent to the Private Secretary at Buckingham Palace advising that a Book of Condolence is held in the council archive.

## Portraits

Portraits of Her Majesty The Queen hanging in council chambers/meeting rooms should have a black ribbon placed diagonally across one top corner. This should remain in place for one month, being the period of Royal Mourning. After this time the portrait of the new King should be put in place, with an alternative position for Her Majesty The Queen's portrait found.

A suitable, framed photo of Her Majesty The Queen should be placed next to the Book of Condolence.

## Floral tributes

The current trend following any notable death or tragic incident is flowers to be laid. An area pre-designated for this purpose should be agreed in advance making sure it does not block access routes etc.

Make it clear that flowers should be unwrapped and not left in cellophane, that flowers will be removed on the morning after the Funeral and what you intend to do with them – ideally arrange for them to be composted.

© Copyright 2021

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

## **Proclamation**

The National Proclamation will be read in London on D+1. Then on D+2 in Edinburgh, Belfast and Cardiff. County Proclamations are normally read by the High Sheriffs on D+2.

Councils may have the proclamation read by the High Sheriff (if available), a deputy lieutenant or the mayor/chair of the council. Councils should check with local lieutenancy Office for the procedures they have in place and to arrange reading the proclamation locally.

Flags should be flown at full-mast for proclamation readings then returned to half-mast.

## **Religious services**

Church of England Dioceses will be arranging full civic services in cathedrals and major churches on the mid Sunday of the ten day mourning period with local parish churches encouraged to hold service on the eve of the state funeral. Other religious establishments may also arrange services.

Councils should contact local clergy/religious leaders to arrange attendance by mayor/chair.

## **Bells**

If the Royal death is announced before 12 noon on D Day, every church will toll one bell for each year of the Queens life – if the announcement is made after 12 noon on D Day the Bell will be tolled on D=1 at 12 noon.

Councils should contact the local clergy and Bell Tower Captain to make the required arrangements.

## **Public Holiday**

On the day of death workers can be sent home early.

The day of the state funeral will be a public holiday unless it falls on a Saturday.

Councils should be prepared to pay overtime to workers needed to carry out necessary actions as prescribed above.

## **Flood lights**

Flood lights on public buildings should be fitted with a purple filter during the ten day period of public mourning or turned off.

## Contingency planning

When the Duke of Edinburgh passed away we had Covid-19 restrictions that prevented events taking place in public. If we are in a similar position at the time Her Majesty The Queen passes councils will have to be aware of the restrictions in place at the time and act accordingly.

Public service and declarations may need to be cancelled or delivered online. It may not be possible to have a 'hard copy' of a condolence book however a link to an online book can be used; the Council could set up their own or have a link to another, when the Duke of Edinburgh passed away Buckingham Palace set on up that was available for all.

## Further advice

Further documents to assist with Operation London Bridge:

Advice Note – all you need to know including the mourning period, condolence book etc

Action Plan - actions your council should consider carrying out **NOW** to be prepared

Calendar – a calendar of actions your council should take listed by days, from D-Day to D+11 and beyond.

Suppliers List – an example list of suppliers (provided by Huntingdon Town Council)

## OPERATION LONDON BRIDGE

### Action Plan

Operation London Bridge is the code name given to the passing of HM Queen Elizabeth the Second. All councils need to be prepared as this will only happen once and the actions taken must be done correctly.

The following are actions that councils should consider carrying out **NOW** to be prepared.

### Contact and co-ordinate.

Contact CEO of the district council, county council or unitary authority.

- What plans do the county/unitary have in place?
- Do any include town & parish councils?
- Who will be expected to attend your proclamation (mayors, chairs etc)?
- Where will this take place?

Contact local religious leaders (vicar, imam etc).

- What religious services will be taking place? (the mayor/chair might attend)

### Proclamation

- Contact your local lieutenancy office for procedures they have in place for reading the proclamation.
- If mayor or chairman wish to read the proclamation locally agree location and arrangements

### Books of condolence:

- Decide on appropriate locations for public to access the book.
- Prepare a book - loose leafed are advised for general use as inappropriate messages or defacing can be destroyed without damage to other pages.
  - Purchase black ring binders.
  - Prepare pages, example:

Date	Name	Message

- You might consider purchasing a hard backed book of condolence for civic leaders.
- Prepare framed photos of the deceased for display with each of the book of condolence.

© Copyright 2021

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

## Photographs

You will need to have a photograph of the deceased for both your website and to accompany each book of condolence.

If you have had a Royal visit and you have an appropriate photograph this can be used. You cannot download a photograph as this may be subject to Copyright.

Buckingham Palace have a set of approved photographs which can be used specifically for the period of State Mourning only. These can be downloaded and printed yourself or you can purchase the photograph - framed or unframed NB all photographs must be displayed in a dark blue frame – definitely not a black frame. Following the period of State Mourning these photographs should be destroyed.

If you have a portrait of HM the Queen in your Council Chamber or Meeting Room, you can use this with the black ribbon across either top corner – the ribbon remains in place for one month. Following which you relocate the portrait and replace it with a new portrait of the new King.

## Floral tributes

- Agree a location within the Parish for the placement of floral tributes.
- How will they be disposed of? Composting is the most eco-friendly options. With the compost used to plant a commemorative tree.

## Floodlights

If you have floodlights on the outside of council buildings purchase purple filters, these should be fitted during the period of national mourning.

## Website

Contact your IT provider and inform them of the changes that will be needed to the website during Operation London Bridge, have the page built as a shadow page with password access to activate.

- Home page to be black with an image of the deceased.
- Message from mayor/chair
- Link to online book of condolence
- Information
  - Placing of flowers
  - Book of condolence
  - Local civic and religious services

© Copyright 2021

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

**Purchase black ribbon for:**

- Flagpole (not needed on vertical flag poles) - Florist ribbon can be used.
- Photo frames - Florist ribbon can be used.
- Mace and if required Chairman / Mayor chain, tied at the shoulder.
- Ribbon for lady Members / staff to wear in lieu of armband.

**Purchase black jewellery pouch for:**

- Chairman / Mayor chain to put the jewel / badge in when worn on the chain / ribbon.
- NB. When the jewel / badge is normally worn on a coloured ribbon, you do not change your coloured ribbon to black.

**Purchase Armbands & Rosettes**

Armbands are of specific width and come in three different sizes to fit the girth of the arm.

- Armbands are worn by members and staff when visible to the public.
- Rosettes are worn when Members of Council and staff wear robes i.e. Civic Service.

**Prepare a contact list:**

Organisation/Name	Telephone	Email
CEO of District/County/Unitary authority		
Religious leaders		
IT provider		
Local Lieutenancy Office		

**Further advice**

Further documents to assist with Operation London Bridge:

Advice Note – all you need to know including the mourning period, condolence book etc

Action Plan - actions your council should consider carrying out **NOW** to be prepared

Calendar – a calendar of actions your council should take listed by days, from D-Day to D+11 and beyond.

Suppliers List – an example list of suppliers (provided by Huntingdon Town Council)

© Copyright 2021

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.



## Detailed Income &amp; Expenditure by Account 31/05/2021

Month No: 2

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Expenditure Detail</b>							
4087 Events	199	0	5,000	5,000	0	5,000	0.0%
<b>Total Overhead</b>	<b>199</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>199</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>(199)</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(199)</b>	<b>0</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 Christmas Decorations</b>								
4202 Timers & Basic Infrastructure	0	0	4,150	4,150		4,150	0.0%	
4204 Purchase of Trees	3,895	0	5,000	5,000		5,000	0.0%	
4205 New Tree Lights	0	0	1,500	1,500	335	1,165	22.3%	
4206 Infrastructure Work(Trees)	459	0	500	500		500	0.0%	
4207 Installation	6,898	0	10,000	10,000		10,000	0.0%	
4208 Electricity	691	0	700	700		700	0.0%	
4209 Barrier Hire	60	(60)	0	60		60	0.0%	
4211 Donations/Contributions	500	0	500	500		500	0.0%	
4212 Signs,Tags & Engraving	54	0	100	100		100	0.0%	
4213 Competition Prizes	0	0	50	50		50	0.0%	
4215 Hire of Motifs	7,180	0	0	0		0	0.0%	
Christmas Decorations :- Indirect Expenditure	<u>19,738</u>	<u>(60)</u>	<u>22,500</u>	<u>22,560</u>	<u>335</u>	<u>22,225</u>	<u>1.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(19,738)</u>	<u>60</u>	<u>(22,500)</u>	<u>(22,560)</u>				
6001 less Transfer to EMR	2,762	0						
<b>Movement to/(from) Gen Reserve</b>	<u>(22,500)</u>	<u>60</u>						
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>19,738</b>	<b>(60)</b>	<b>22,500</b>	<b>22,560</b>	<b>335</b>	<b>22,225</b>	<b>1.2%</b>	
<b>Net Income over Expenditure</b>	<u>(19,738)</u>	<u>60</u>	<u>(22,500)</u>	<u>(22,560)</u>				
less Transfer to EMR	2,762	0						
<b>Movement to/(from) Gen Reserve</b>	<u>(22,500)</u>	<u>60</u>						