

Tendring Parish Council

Death of a Senior Figure Policy

Subject to any instructions received from Buckingham Palace or other, Tendring Parish Council will enact the following the death of a senior public figure.

- Clerk to confer with the priest for St Edmund's regarding location and times for access to a Book of Condolence in the church.
- Clerk to purchase a Book of Condolence, flowers, and a picture for a table in the church which will be covered by a black cloth with an artificial candle.
- Condolences can be emailed to the Parish Chair email address or sent to the Parish Council postal address if someone is unable to attend in person.
- Website statement to be written by the Chair – to be mirrored on Facebook and noticeboards.
- Parish council flowers to be purchased for the church and memorial garden and removed when appropriate.
- Any Parish Council meetings would be cancelled.
- The Chair would attend church as the official representative of the Parish Council should there be a service.

Approved by Council: January 2023

Policy Review: December 2023