

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON THURSDAY 6th DECEMBER 2018 AT 10.00 a.m.

Present

Councillors:

S Armes (Chairman)
C Harvey
S N H Wright

B J Canham
J James (Vice Chairman)

Officers in attendance:

Kerry Leeder
Chris Crimmen

Civic Secretary
Committee Secretary

MINUTES

535/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

536/18 APOLOGIES FOR ABSENCE
Apologies were received from Councillors J Hollis and R G Kybird.

537/18 MINUTES
RESOLVED: The minutes of the Committee's meeting, held on 6th September 2018, as received by Full Council on 25th September 2018, to be confirmed as a true record and signed/initialled by the Chairman.

538/18 ACTION POINTS
The Chairman reviewed last month's action points:

- To prepare a budget for the Freedom of Thetford ceremony to be discussed under minute number 544/18.
- To arrange for more details on "Flagging Up Thetford" and calculating the cost of the project including any funding available.
- Explore links for America – no further action needed.
- To finalise the bunting to be discussed under minute number 541/18.

539/18 TWINNING ASSOCIATION
The Chair of the Twinning Association apologised but could not attend the meeting. She had sent the following report.

- 1 Lunch for Civic Guests from Les Ulis and Skawina
Members of TTA committee were pleased to host a buffet lunch at the home of Julie Dean for TTC's civic guests from Les Ulis and Skawina on Friday 7th September. After lunch TTA members were invited to attend a presentation by the Polish guests, this included a DVD of a visit to Skawina by TTC and TTA.
- 2 Fund Raising
We had a very successful fund raising cake stall at the Charles Burrell Centre on 2nd of September, raising over £80.

3 Visit to European Parliament in Brussels and Passchendaele WW1 Memorial.

17th-20th Sept. 2018. This trip was organised and led by our Chair, Janet Smith-Gibbons. Twenty six, comprising TTA members, members of other Norfolk Twinning Towns and members of other Thetford organisations enjoyed the visit.

4 Future Events

We plan to invite all our twin town residents associations to an event in the summer of 2019.

The TTA annual general meeting is on Friday 11th January 2019 at the United Reformed Church, 7.30pm.

540/18

CORPORATE PRIORITIES

The committee discussed progress made on the priorities for 2018/2019. The number 1 priority to promote the Mayoralty as much as possible and the Heritage Open Day to promote the history of the suffragettes in the 100th anniversary of women getting the vote had been covered. It was agreed that the ceremony for the Freedom of the Town to RAF Honington should be added to the list of objectives for 2019/20.

541/18

BUNTING AND FLAGS

The Civic Secretary reported she has ordered the Town Flag and awaiting delivery. She will seek out other providers for the bunting and report back to the next meeting.

542/18

BUDGET

The Chairman asked if there were any questions regarding the budget which had been sent to Councillors prior to the meeting. A councillor asked what kind of expenses were listed in Nominal Code 7180 Miscellaneous. The Vice Chair informed the meeting that this code will be taken off the financial report in the new mayoral year.

543/18

OPERATION LONDON BRIDGE

The Committee discussed the procedure for the passing of Her Majesty Queen Elizabeth the Second code named Operation London Bridge. A Protocol Following the death Of A National Figure had been produced (see Appendix A). Instructions giving full details of the procedure will be passed down from Buckingham Palace to Norfolk County Council then passed to Breckland Council with final instructions and guidance.

544/18

FREEDOM OF THETFORD RAF HONINGTON

The Civic Secretary reported on progress for the ceremony to award the Freedom of the Town to RAF Honington with the provisional date on Sunday 28th April 2019.

Costs so far:

- £1,009.25 spent designing and printing the Freedom poster and they will now be framed.
- Creative Freeze - Design Freedom of the town poster £265 + VAT = £331.25
- Reflex Litho - Printing 300 copies of the poster £190 + VAT = £228

- Coatings Direct - Soft touch lamination, spot varnishing, foiling & delivery = £375 + VAT £450

The Chairman stated that the running total so far amounted to £1,009.25 and there will be further costs to be considered such as road closures, police, security and the reception. She said there are £14,000 in reserves which will have to be used for this ceremony and a budget will be prepared for the next meeting..

545/18

TOWN SEAL

The Committee discussed presenting a letter of thanks and a Town Seal to the Torchlight Parade Co-ordinator and the Rooftop Soldier in public in recognition of their contribution at the A Nations Tribute on 11th November 2018. This was agreed by the Committee.

546/18

ITEMS OF URGENT BUSINESS

None.

547/18

COMMUNITY ENGAGEMENT

None.

ACTION POINTS	BY WHOM	BY WHEN
To prepare a draft budget for the Freedom of Thetford ceremony.	Civic Secretary and Deputy Town Clerk.	29/01/2019
To arrange for more details on "Flagging Up Thetford" and calculating the cost of the project including any funding available.	Councillor J James	Ongoing
To prepare a video of the Civic regalia and the Council Chamber for the Council website.	Civic Secretary, Councillor S Wright and Oliver Bone.	ASAP
To finalise the bunting.	Civic Secretary.	Ongoing
To prepare a welcome pack for new Councillors	Vice Chair.	For the new Mayoral Year.
The Civic Secretary to contact the police to let them know the provisional date for the Freedom of the Town Ceremony.	Civic Secretary.	ASAP

Chairman.

Appendix A

THETFORD TOWN COUNCIL



PROTOCOL FOLLOWING THE DEATH OF A SENIOR NATIONAL FIGURE

Protocol for action following official notification of the death of one of those named below:

H.M. The Queen (The Sovereign)
H.R.H. The Duke of Edinburgh
H.R.H. The Prince of Wales
H.R.H. The Duchess of Cornwall
H.R.H. The Duke of Cambridge
H.R.H. The Duchess of Cambridge
H.R.H. Prince George of Cambridge
H.R.H. Princess Charlotte of Cambridge
H.R.H. Prince Louis of Cambridge
H.R.H. The Duke of Sussex
H.R.H. The Duchess of Sussex
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal
H.R.H. The Countess of Wessex
H.R.H. The Duke of Gloucester
H.R.H. The Duchess of Gloucester
H.R.H. The Duke of Kent
H.R.H. Prince Michael of Kent
H.R.H. Princess Michael of Kent
H.R.H. Princess Alexandra
The Prime Minister
Any former Prime Minister
The Members of Parliament for Mid Norfolk & South West Norfolk
Constituencies

Contact details for all those with responsibilities under this protocol are set out in Appendix 7.

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PART 1: Section 1: Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
<p>Breckland Council's Protocol will be implemented on the *formal announcement of the death of any one of those persons named on Pages 1-2 of this Protocol.</p> <p>Notification will be received from the Lord Lieutenant's Office at Norfolk County Council to the named Authorising Officers.</p> <p>The date of death is D-day. All other days are referred to as D+ X (where X = the number of days after the date of death).</p>	<p>Implementation will be authorised by: -</p> <p>The Chief Executive or in their absence any Director.</p> <p>Norfolk County Council</p>	<p>The Executive Manager Information is the Communications lead.</p> <p>The Authorising Officer is the Chief Executive or in their absence any Director.</p> <p>Note: Advice is required from Norfolk County Council (Lord Lieutenant's office) on certain aspects of this Protocol – these will be highlighted in red throughout</p>

*Thetford Town Council will not implement protocol until announcement from Buckingham Palace/Downing Street, or notification has been received by Breckland.

PART 1: Section 2: Implementation of the Protocol on hearing of the death (Internal/External Communication)

Action required	Authorised by	Other Notes
<p>On implementation of the Protocol contact will be made with the five Town Clerks within the Breckland area to notify them of the death and that the Breckland Council Protocol has been implemented. An email will be sent to all Parish Councils.</p>	<p>The Chief Executive or in their absence any Director will contact the five Town Clerks</p> <p>Communications Team will email the parish council clerks</p>	<p>Town Clerk will email the Councillors and staff and also phone the Mayor.</p>

**PART 1: Section3: Implementation of the Protocol on hearing of the death
(Breckland Council response)**

Action required	Authorised by	Other Notes
<p>Breckland Council Chairman, or in his/her absence, the Vice-Chairman will issue a statement expressing the sadness of the Council.</p> <p>Statement will be placed on BC website and will provide links to Norfolk County Council and Buckingham Palace websites (www.royal.uk). The statement will confirm that flags are to be flown at half-mast at Kings House, Thetford. (The statement will be issued after notification from Norfolk County Council that their statement has been released).</p> <p>Books of Condolence will be available at: -</p> <p>Elizabeth House - Dereham, Breckland House - Thetford and the Town Halls at Attleborough, Swaffham and Watton.</p> <p>In the case of the death of the Sovereign or a member of the Royal Family the statement will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>Communications Team on behalf of the Chairman and Chief Executive or in their absence any Director</p> <p>Communications Team on behalf of the Chairman and Chief Executive or in their absence any Director</p> <p>Implemented by VEM team</p>	<p>The High Sheriff of Norfolk will commence arrangements for the Proclamation (they will have had the text emailed to them via The High Sheriffs Association). Lord Lieutenants will amend their website to reflect the state of National Mourning..</p> <p>TTC to put mourning screen on website</p>

PART 2: Flag Flying

Action required	Implemented by	Other Notes
<p>Immediately (on D-day) at the request of the Chief Executive or in their absence any Director, any flags flying at Kings House Thetford will be removed and replaced by the Union Flag which will be raised to full mast and then lowered to half-mast until 08.00 on the morning following the Funeral.</p>	Town Clerk	<p>See Appendix 1 to this protocol setting out the correct procedure for flying a flag at half mast.</p> <p>If only one flag is to be flown and there are two flagpoles, the Union Flag should be flown on the flagpole to the observer's left.</p>
<p><u>Applicable only following the death of the Sovereign:</u></p> <p>On Proclamation Day (D+1) (D+1 is the day following the death of the Sovereign, when the new Sovereign is proclaimed)</p> <p>At 11:00 at Kings House flags will be raised to full mast and flown at full mast throughout D+1 and until 13:00 on D+2</p> <p>At 13:00 on D+2 At Kings House Thetford the flags will be returned to half mast and will fly at half-mast continuously until 08:00 on the day following the funeral.</p>	<p>The National Proclamation will take place immediately after the King has met with the Privy Council on D+1.</p> <p>Town Clerk or Deputy Town Clerk</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death (D+10).</p> <p>This coincides with the Reading of the Principal Proclamation in London</p> <p>No local proclamation should be read until after the national capitals have taken place (BCs will take place on D+2) – the Union Flag must be raised to full mast</p>

PART 3: Books of Condolence

Action required	Implemented by	Other Notes
<p>Books of Condolence should be opened on the first working day after the day of death of the Sovereign or other members of the Royal Family listed on page 1. A Book of Condolence will be opened at Breckland House, Thetford.</p> <p>Books of Condolence will be open from 09.00 to 16.30 Monday to Friday and will remain open until 16.30 on the day following the funeral.</p>	Democratic Services BDC	The Books will be monitored regularly by the BDC Service Centre Officers.

PART 4: Organisation of local events during the period of Mourning

Action required	Implemented by	Other Notes
<p>Reading of statement of condolence</p> <p><u>Flowers and memorial tributes</u> A document showing locations and procedures will be available on the Breckland Council website.</p> <p>The public will be referred to the Norfolk County Council website for full details of countywide locations.</p> <p>The public to be notified via the BC websites to be notified, that flowers can be left under the flagpole at Breckland House, Thetford.</p>	<p>TTC Mayor</p> <p>VEM to share all notices on TTC social media</p> <p>Mayor to lay flowers after proclamations</p>	<p>To be put on Website and Social media following reading</p> <p>Flowers and memorial tributes to be laid under the flagpole at Breckland Council offices in Thetford.</p>

PART 5: Cancellation of Existing Planned Events

Action required	Implemented by	Other Notes
<p>To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>To review the programme of meetings and events held by the Council in their venues to ensure they are appropriate in a time of national mourning.</p>	<p>The Mayor and the Civic Secretary in discussion with the Town Clerk.</p> <p>The Mayor in discussion with the Town Clerk and VEM Manager.</p>	<p>If it is decided that attendance at some events will not take place Civic Secretary to write to the hosts of the events and advise that the Mayor will be unable to attend</p> <p>Should an event be considered to be appropriate to take place then arm bands, black ties or rosettes will be worn by Officers and Councillors attending – The Civic Secretary has a supply of these.</p>

PART 6: Proclamation Day

Action required	Implemented by	Other Notes
<p>The Proclamations will proceed as follows:</p> <p>On D+1 the Proclamation will be made at St. James's Palace at 11:00 (or 14:00 on a Sunday – this is to be confirmed).</p> <p>At noon on D+1 the proclamation will be read at the Royal Exchange in the City of London</p> <p>At noon on D+2 Proclamations will be read in Belfast, Edinburgh and Cardiff.</p> <p>On D+2 at 12:40/12:45 (or after the above cities have read their Proclamations) the High Sheriff will make the Norfolk proclamation on the steps of County Hall.</p> <p>After the High Sheriff has made the Norfolk proclamation the Breckland Council Chairman will make their proclamation outside Elizabeth House, Walpole Loke, Dereham. This will be from around 12:45, but before 1.00 when flags return to half-mast.</p> <p>Reading of the Proclamation to be publicised on the council website.</p> <p>Notification of the reading of the Proclamation to be publicised in a press release, on the Council website and by e-mail.</p>	<p>Earl Marshall's Office, Buckingham Palace</p> <p>Norfolk County Council</p> <p>BDC Chairman</p>	<p>See Appendix 4</p> <p>The High Sheriff Association will email all High Sheriffs with the Proclamation after the King has met with the privy council.</p> <p>Communication may be received from NCC, the Lord Lieutenant's Office</p> <p>Norfolk County Council to confirm that the High Sheriff will do this and where it will take place. Lord-Lieutenant likely to be in attendance.</p> <p>See Appendix 3 for Proclamation or www.royal.gov.uk or www.privy-council.org.uk for wording to be used</p>

PART 7: Dress Code

Action required	Implemented by	Other Notes
<p>On the death of the Sovereign, civic chains of office will not be worn for the period of public mourning; instead badges of office will be worn on black neck ribbons from D-day until and including the day of the funeral of the Sovereign.</p> <p>For all other members of the Royal family referred to on Page 1, follow the Protocol for Senior National figures, unless a formal period of public mourning has been announced.</p>	<p>Mayor, Councillors and staff</p> <p>Civic Secretary and Civic Officer</p>	<p>A stock of rosettes and black arm bands will be available the Civic Secretary for use by Councillors and Officers attending any meetings following the death of a senior figure.</p> <p>Mayors Chain of Office to be hung with black ribbon.</p>

PART 8: Timings

Action required	Implemented by	Other Notes
		<p>A Royal funeral will not take place on a Sunday.</p> <p>If Commonwealth Day, Armed Forces Day or Merchant Navy Day fall between day of death and the funeral their flags should not be flown.</p>

PART 9: Ceremonies and Oaths of Allegiance

Action required	Implemented by	Other Notes
It is appropriate to mark the death of the person depicted in the picture in some way.	Civic Secretary	See Appendix 5 The length of time pictures should be draped in ribbons, and if or when the pictures should be moved to a new position are entirely for local decision.

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PART 10: Marking a Silence

Action required	Implemented by	Other Notes
<p>To mark the death of the Sovereign or other senior member of the Royal Family there will be a Two Minute Silence at 11:00 on the day of the funeral (D+10 for Sovereign, D+8 for other senior Royals). This will be confirmed by Buckingham Palace.</p>	<p>Mayor and Town Clerk</p>	<p>NCC (Lord Lieutenant's Office) may provide further information that may impact on BC's arrangements</p>
<p>The public are informed of the two minute silence by way of a press release and an item on the Council's website.</p>	<p>VEM team to implement</p>	
<p>Dark clothing to be worn by Councillors and Officers, black tie, rosettes and armbands.</p>		<p>See Dress Code</p>
<p>Mayors Chain of Office is on black ribbon.</p>	<p>Civic Officer</p>	

DRAFT

PART 11: Letters of Condolence

Action required	Implemented by	Other Notes
<p>A letter of condolence will be drafted and signed by the Mayor on behalf of the Council.</p>	<p>Town Clerk and Mayor</p> <p>Clerk to produce a template</p>	<p>Only one letter of condolence should be sent to the Private Secretary of the deceased for forwarding condolences to next of kin (except in the Sovereign's case whereby it should be sent to the new Sovereign's Private Secretary asking condolences to new Sovereign).</p> <p>Letters of condolence should be hand written.</p> <p>Letters should mention the Books of Condolence will be stored at Elizabeth House, Dereham (to enable Buckingham Palace to reference in the future).</p>

PART 12: Photographs

Action required	Implemented by	Other Notes
		<p>Photographs are not compulsory.</p> <p>The Queen, The Duke of Edinburgh, The Prince of Wales and the Princess Royal have released official images.</p>

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° from the vertical, but a mourning cravat can be used instead.

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.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

The Royal Standard never flies at half-mast. It represents the Monarchy, which is continuous, and it would therefore be inappropriate for it to fly at half-mast. Flags should be flown at half-mast on the following occasions:

- From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the Proclamation.
- From the announcement of the death until the funeral of a member of the Royal Family styled “Royal Highness”, subject to special commands from the Sovereign in each case.
- On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.



Many local councils display in public areas or in the offices of their Chairman or Mayor photographs or paintings of members of the Royal Family.

On the death of the person depicted in the picture it will be appropriate to mark that in some way.



A black ribbon across the corner of the picture (shown left) is one means of doing that.

A black ribbon draped across the top of the picture (shown below) is an alternative.



There will come a point, after the funeral, when it will be appropriate to replace or reposition the picture. In the case of Her Majesty, this is likely to be before the Coronation of The King.

However, decisions on pictures and where they hang is not something that needs to be rushed and it can be determined taking into account both the public mood and the availability of new pictures

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE

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

- The Prime Minister
- The Members of Parliament for the constituencies within Norfolk
- A serving Leader of the Council
- A serving member of the Council

For all the above (ie non-Royals) in the list above, flags will fly at half-mast on D-day. On subsequent days the usual local arrangements will resume until the day of the funeral when they will again fly at half-mast (0800 on funeral day until 0800 the following morning)

On the death of any of the above (or other significant person), the Authorising Officer will discuss with the MD and Leader whether an e-Book of Condolence should be opened on the Council's own website.

If there is no formal public mourning period for the deceased then black ties can be worn instead from D+1 to the day before the funeral.

A National Two Minute Silence may be observed to mark the death of other Senior National Figures, but this will be advised in the event. A council can decide to observe if no advisement received from Government.