West Horsley Parish Council

19: Briefing Note

Operation London Bridge Preparation and Budget

Introduction

Following discussions at the Full Committee meeting on 19th May (Agenda item 22.097) the Personnel Task Group met on 8th June to discuss the forward planning required for Operation London Bridge. It is recommended that all the required preparations be made as soon as possible, so that the Council can rest assured that the correct protocols can be followed.

The following arrangements will also apply for Operation Menai Bridge (to be reviewed in 12 months).

The Council is asked to approve the following:

Event	**Proposed Action**	**Maximum Anticipated Spend**
Proclamation	• The Chairman will read the proclamation outside the Village Hall at 1:30pm on D+2. • [We anticipate that the flagpole will have been relocated to this position by then so it can be lowered immediately after.]	£0

Flag	• Agree a designated councillor to take responsibility for raising and lowering the flag at the correct times, with a deputy on standby. (Suggest Cllrs Rogers and Murray)
	• Instructions as follows:
	  ○ Lower ASAP on D Day
	  ○ Raise at 11am on D+1
	  ○ Lower after Proclamation (1.30pm) on D+2
	  ○ Raise at 9am on D+11
	  ○ Note: If D+10 is a Sunday the funeral will take place on D+11 and the flag will therefore remain lowered until D+12
		£0

Message from the Chairman	• Chairman to draft.	£0

Book of Condolence	• To be made available to residents from D+1 to D+10
	• The book will be located at the Village Hall and will be available during the following hours:
	  ○ Mon-Fri 8.30-11.30am
	  ○ Sat-Sun 2-4pm
	  ○ [Depending on plans for church services on D+9 and/or a Sunday, the Book will also be available at St Mary's Church immediately before and after the service(s).]
	• The Book will consist of pre-printed loose-leaf quality off-white paper, in a black ring binder
	• A draft page template is shown in Appendix 18
	• A list of volunteers to man the Book of Condolence will be discretely drawn up and a group email set up for instant communication.	

	• We are required to display a framed photograph of The Queen next to the book. [A portrait of The Queen has already been purchased from the National Portrait Gallery].
	• Overall Costs for the Book of Condolence:
	  ○ Binders
	  ○ Paper
	  ○ Pens
	  ○ Photograph
	  ○ Frame
	  ○ [This is assuming there will be no hall hire charges.]
		
		£50
		£30
		£15
		£20
		£20

Flowers	• The designated area for residents to lay flowers will be on the Village Green, under the Oak tree. • Residents will be asked not to lay flowers with cellophane or plastic wrappings. • The Chairman will lay flowers on behalf of the Council immediately after the reading of the Proclamation. • Local florist Plantpassion will be approached about providing flowers for the Council. A maximum budget of £100 should be set. • The garden maintenance contractor will be asked to remove the flowers on D+11.	 £100
Religious Services	• The Clerk will ask Guildford BC and at St Mary's for details of any plans for services during the period of mourning. • If appropriate, the Chairman and Vice-Chair will represent the Council at any official services.	£0
Black Jewellry Pouch and Armbands	• Cllr Beynon to sew a small black velvet pouch for the Chairman's Badge (as is required). • The Clerk will purchase sufficient black armbands for all Members, Clerks and volunteers to wear when acting on behalf of the Council.	£15 £30

Website	• Vision ICT is already contracted to put the website landing page to dark (as is required), with a link to a temporary homepage.
	• The Clerk to prepare a hidden 'temporary homepage' which will include the following:
	  ○ Chairman's Message
	  ○ Official photo of The Queen
	  ○ Details of how to sign the Book of Condolence
	  ○ Details of the Proclamation
	  ○ Details of where to lay floral tributes
	  ○ Details of church services (if available)
		£35

Ear Marked Reserves

The Council is asked to approve the moving of £700 to an Ear Marked Reserve for costs relating to both Operation London Bridge and Operation Menai Bridge (EMR Bridges).

Prepared by the Clerk, 12 June 2022