Meriden Parish Council

Operation Menai Bridge

Approved at:	Full Council Meeting – ref 04/24/18.1
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Contents:

Policy Purpose	3
Main Body	3/4

Policy Purpose

Menai Bridge is the code name given to plans related to the death of King Charles III. The plans themselves outline the manner in which his death will be announced, the duration of the official period of mourning, and the specifics of his state funeral. This policy sets out what responsibilities the Council has.

Main Body

1. Plans to mark a death should be implemented only when a formal announcement has been made (via the Press Association, BBC and placing a notice to the gates of Buckingham Palace).
2. The State Funeral would be held at Westminster Abbey at a date confirmed by the Government/Buckingham Palace, after which his body would be buried in a prepared tomb at St George's Chapel, Windsor Castle.
    2.1. Two minutes silence will also be marked at 11.00a.m. on the day of the funeral followed by ten days of mourning.
3. The Union Flag will be flown at half-mast until 8.00a.m. after day of funeral.
4. Meriden Parish Council website will display a message of sympathy from the Chair of the Parish Council.
5. A condolence book will be made available on the first working day after the day of death until the day of the funeral. A suitable location will be sought, and hours advertised to the public for those wishing to leave any messages.
    5.1. The book of condolence will then be stored in Solihull MBC archives and a letter sent to the Private Secretary at Buckingham Palace to acknowledge this.
6. Any information relating to the local Proclamation will be placed on the Parish Council website.
7. The area to lay flowers will be the War Memorial, Berkswell Road, as the deceased served in the Armed Forces.
8. A Church Service will be held on the Eve of Funeral in partnership with Parish Churches a Remembrance Service will be organised.
9. Any events arranged by Meriden Parish Council during the ten day mourning period are subject to review and may be cancelled with a view to re-arrangement.
    9.1. A list of any changes in events and details on what the Parish Council will undertake during this period will be advertised on the website.
10. The date of the State Funeral will be a Public Holiday, unless the date falls on a Saturday.
    10.1. This will mean the Parish Council Office will be closed on this day.

Plans to mark the death	Clerk to lead supporting Chair of Parish Council	Action: Clerk/Chair
Flag	Flag to be raised to half-mast after formal announcement by Buckingham Palace / Government. To remain at half-mast until 8am after day of funeral.	Action: 1st Meriden Scouts
Website	Parish Council website front page will have black border, picture of the deceased and message of sympathy from Chair of the Parish Council.	Action: Clerk/Cllr A Eburne
Book of Condolence	The book will be loose leaf situated on a table covered with a black cloth with a supply of pens, official framed portrait and a small flower arrangement.	Action: Clerk/Chair
The Proclamation	The Proclamation will be displayed on Parish Council Website and the local proclamation event details advertised.	Action: Clerk/Cllr A Eburne
Area to Lay Flowers	War Memorial, Berkswell Road. Car parking at Methodist Church or Heart of England Club. Flowers to be removed 11am after day of funeral for composting. A commemorative tree to be planted using compost.	Action: Clerk/Contractor
Church Service	A Service of Remembrance to be organised in partnership with the three Parish Churches.	Action: Clerk and local Churches
10 Day Period of Mourning	The 10 day mourning period is subject to the role of the Mayor and Civic Protocol for Solihull MBC being observed.	Action: Clerk/Mayor/SMBC
Events	Any events organised by the Parish Council during this period will be advertised on the Parish Council website.	Action: Clerk/Cllr A Eburne
State Funeral	The day of the funeral will be a public holiday and the Parish Council office will be closed.	Action: Clerk