



Bodmin Town Council

Operation Menai Bridge Policy

Document Name & Version:

Operation Menai Bridge Policy – BTC – 15.12.22 - VFA

Responsible Officer: IT/Office Administration and Projects Officer

Date approved by Policy and Resources Committee: 15th December 2023

Date adopted by Council: 15th December 2023

Review Date: December 2023

1. PURPOSE

To ensure Bodmin Town Council complies with Government guidance concerning Operation Menai Bridge and remains consistent with other Local Authorities.

2. SCOPE

This policy has particular relevance to Staff administering the Bodmin Town Council web site.

3. POLICY STATEMENT

Bodmin Town Council recognises the benefits of implementing Operation Menai Bridge and requires members of staff with access to relevant resources to adhere to the guidelines detailed in this policy.

4. BODMIN TOWN COUNCIL WEB SITE PREPARATION

- 4.1 Local council websites will be expected to go into mourning mode. This means that a single respectful Operation Menai Bridge page will need to be created on the Bodmin Town Council web site in advance ready to become the main entry point of the website. This page will be unpublished, therefore not in public view, and password protected, ready to activate when necessary.



- 4.2 The page is required to have a black background with a picture of the King, along with his dates of birth and death.
- 4.3 Appropriate condolences are to be included from the Mayor/Deputy Mayor of the Council or delegated to the Town Clerk if necessary.

5. BODMIN TOWN COUNCIL ACTION REQUIRED

- 5.1 Upon instruction from the Town Clerk begin and follow through the process below by updating the Operation Menai Bridge web page with the message from the Mayor/Deputy Mayor of the Council or delegated to the Town Clerk if necessary.
- 5.2 Add information and links to the website as required:
 - Check flags are at half-mast
 - Local civic and religious services to be confirmed by the Town Clerk after liaising with the local religious representative.
 - Follow national guidelines and schedule mourning ceremonies and the proclamation accordingly.
 - Placing of flowers in a designated area on the steps of Shire Hall
 - Place a book of condolence in the reception of Shire Hall
 - Events are to be cancelled or postponed
 - Council meetings scheduled during the period of mourning will be postponed until after the funeral has taken place.
- 5.3 Publish the page in place of Bodmin Town Council's standard home page.
- 5.4 Once the period of mourning has finished the Town Clerk will initiate the reversal of this procedure and Bodmin Town Council's web site will revert back to the standard home page.