

Royal Death and National Mourning – action list for Lowestoft Town Council to be compliant/ready.

Lowestoft Town Council are now in receipt of the Mourning Box which Waveney District Council prepare for every town in the District. This is stored in the Town Council office at Hamilton House.

The following matters need to be actioned/agreed:

1. Adapt WDC/national protocol to be Town Council specific - Discuss areas highlighted within the document and agree LTC specifics – *SF meeting with Sarah Carter (WDC) on 20 February.*
2. Understand/confirm the commitment for the Town Mayor to travel to Ipswich on Proclamation Day. *To be discussed at above mentioned meeting.*
3. Agree site for condolence books and how many of. *To be discussed at above mentioned meeting.*
4. Prepare and laminate statement to be read on announcement of death. Store within the Mourning Box.
5. Purchase (expenditure to be agreed):

Black arm bands 15 @ £11.40	£22.80
Black ties @ £6.00 each	£72.00
Microphone for reading of proclamation	£27.00
Additional Condolence Books @ £15.00 each	£30.00
Mourning rosettes (to be worn instead of Black ties) @ £5.50 each (minimum order 10)``	£55.00
Black ribbon to wear instead of mayoral chains (pendant to be attached) @ £13.00 each	£26.00
<u>TOTAL</u>	<u>£232.80</u>