

OPERATION LONDON BRIDGE

Recommendation:

1. That the report be noted by the Committee.

	Yes	No
Does the decision involve new expenditure?		N
Is there an existing budget for the proposed expenditure (insert code)		
What procurement level is required?	Quote	
Are there equalities impacts / an equalities assessment required?		N
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)		N
Is there a background paper or papers? (attached below).	Y	
Equalities Impact Assessment N/A		
<ol style="list-style-type: none"> 1. The Operation London Bridge Working Group met to identify any areas of activity that still require preparatory work undertaken. (see Attachment A below). 2. All key preparations have been made for the event. 		
Issues arising from proposal:		
None		
Julian Smith		

Day	Item	Detail	Action
D	Website	Front Page Cover set up by Widescope	Done
		Photo of Queen (and new king) on file for front page	Done
		Message from the mayor for front page	Done
		Residents' information on website (and social media) Where to leave flowers/ no cellophane, (At war memorials) Times of church services (Joyce to contact vicars for their plans) Times of national proclamations/ Town Council physical condolence book in office	Ongoing
		On line condolence form set up by Widescope	Done
	Bunting	Remove, along with any celebratory signage	TBA on the D Day
	Arm bands and ties	Purchased and stored in office. Distribute to all Council on D Day	Office
	Members briefing	To all council (schedule, council activity etc.)	Ongoing
D+1	Condolence Book	Loose leaf ring binder	Done
		Print pages	Done
		Photo of queen with mourning crepe	Prepared
	Flowers	At War memorials – ensure social media “read and share” notes are uploaded frequently	
D+2	Proclamation	Inform NCC that the Mayor will be making a proclamation on the steps at the appropriate time. Details of wording/time to be confirmed by NCC.	
		Member expected to attend	
D+10	2 minute silence	Led by Mayor and members from Town hall steps	
D+11	Flowers	Arrange composting	
D+ Month	King's portrait	King's portrait hung in the office	Office