New Bradwell Parish Council Operation Menai Bridge Policy

1. PURPOSE

To ensure New Bradwell Parish 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 or councilors administering the New Bradwell Parish Council website.

3. POLICY STATEMENT

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

4. NEW BRADWELL PARISH COUNCIL WEBSITE PREPARATION

4.1 NBPC council website 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 New Bradwell Parish Council website 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 This page will be unpublished, therefore not in public view, and password protected, ready to activate when necessary.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 of the Chair of NBPC or delegated to the Parish Clerk if necessary.

5. NEW BRADWELL PARISH COUNCIL ACTION REQUIRED

5.1 Upon instruction from the Parish Clerk begin and follow through the process below by updating the Operation Menai Bridge webpage with the message from the Chair of the Council or delegated to the Parish Clerk if necessary.

5.2 Add information and links to the website as required:

- Local civic and religious services to be confirmed by the Parish Clerk after liaising with the local religious representative.
- Follow national guidelines and schedule mourning ceremonies and the proclamation accordingly.
- 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 New Bradwell Parish Council's standard home page.

5.4 Once the period of mourning has finished, the Parish Clerk will initiate the reversal of this procedure and New Bradwell Parish Council's website will revert back to the standard home page.

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Simon Clawson
Chairperson

Organisation	New Bradwell Parish Council
Title	Operation Menai Bridge
Creator	
Distribution	Public
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