

# Garstang Town Council

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## Protocol for funeral arrangements for a former Mayor or Town Cllr

**Date of Review: 2023**

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
V1.0	211 (2019-10) Approved by Full Council	E. Parry, Town Clerk	17/02/2020
V1.1	Minor formatting amendments to meet Accessibility Criteria (WCAG 2.1 AA). Correction of date in version table	E. Parry, Town Clerk	07/12/2020

- 1) The protocol applies to the death of a former Mayor of Garstang or former Town Councillor.
- 2) The Mayor is notified by either fellow Town Councillors or Town Clerk of the death of a former Mayor/Councillor.
- 3) The Clerk confirms and circulates the funeral details to the Mayor and Town Council.
- 4) The Mayor attends the funeral and wears the Mayoral chain. If the Mayor is unable to attend, the Deputy Mayor will attend the funeral and wear the deputy insignia.