



Whitchurch Town Council

## Flag flying Policy (July 2013)

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

Although it is free to fly the Union Flag at its discretion, it will as far as is appropriate follow national guidance.

The following flags will be flown on the dates indicated at the Council's main administrative buildings - the Civic Centre.

### The Union Flag

The Union Flag, in accordance with guidance from the Department for Culture, Media and Sport, flies as follows:

- 9 January - Birthday of the Duchess of Cambridge
- 20 January - Birthday of the Countess of Wessex
- 6 February - Her Majesty's Accession
- 19 February - Birthday of the Duke of York
- March (2nd Monday) - Commonwealth Day
- 10 March - Birthday of the Earl of Wessex
- 21 April - Birthday of Her Majesty the Queen
- 9 May - Europe Day
- 2 June - Coronation Day
- 10 June - Birthday of the Duke of Edinburgh
- June (date varies) - Official Celebration of Her Majesty's Birthday
- 21 June - Birthday of the Duke of Cambridge
- 17 July - Birthday of the Duchess of Cornwall
- 15 August - Birthday of the Princess Royal
- November (2nd Sunday) - Remembrance Sunday
- 14 November - Birthday of the Prince of Wales
- 20 November - Her Majesty's Wedding Day

The Mayor and Town Clerk have discretion to fly the union flags at other times:

- To celebrate & support sporting events of significance
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In recognition of a formal visit by another significant dignitary
- A special significant event or success in the Town
- Formal Town Council Civic occasions

### The Union Flag is flown at half mast:

- On the death/funeral of the Sovereign, another member of the Royal Family, the Prime Minister or other dignitary - as advised by the Department of Culture, Media and Sport
- On the death/funeral of a serving officer in the Armed Forces from the Town
- On Holocaust Day in January.
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

## Other Flags

The Armed Forces Day Flag on and before Armed Forces in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.

If in the future the Council choose to adopt a Town Flag, it could be flown for civic occasions in the Town or to celebrate local events at the discretion of the Mayor.

A Town Flag would also be flown at half mast on the death/funeral of a serving local Councillor, serving local Member of Parliament or serving Shropshire Councillor representing the Town, or at the Mayor's discretion the death of another town dignitary.

On St George's Day, 23rd April, the Flag of St George should be flown. Under the flag flying guidance, on St George's Day the Cross of St George may be flown from UK Government buildings in England with two or more flag poles. At the Mayor's discretion, the Flag of St George may be flown to celebrate support sporting events of significance of an England Team.

## How should the Union Flag be flown?

The Union Flag will be flown on our properties from 8:00am until sunset.

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left hand side of the flag nearest the flagpole:



- correct



-wrong

The Union Flag must always be flown in a 'superior' position:

- On the highest flagpole

- On the centre flagpole where there is an odd number of poles of the same height, or

- On the left centre flagpole viewed from the front of the building, where there is an even number of the same height.

## When and how should flags be flown at half mast?

When flags are to be flown at half-mast they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag it should always be hoisted right up and then lowered back down to half-mast.

Likewise before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions:

From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset,

In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case,

The funerals of foreign rulers, subject to special commands from Her Majesty in each case,

The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case. The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command.

When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up: although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary, and although it may be the day of the funeral of a foreign ruler.