



STOTFOLD TOWN COUNCIL

FLAG FLYING POLICY

1. General

- 1.1 This policy should be read in conjunction with the Town Council protocol for marking the death of a senior national figure or local holder of high office. The protocol shall always take precedence.
- 1.2 The purpose of this policy is to standardise procedures to make it clear which alternative flags can be flown in addition to the Union flag.

2. Flag flying

2.1 Town Council Flag

The Town Council flag shall be the default flag flown when there is no other requirement and shall be flown from the flagpole at the Greenacre Centre at full mast.

- 2.1.1 The Town Council flag shall be flown at half mast from the day of death (or notification of) until after the funeral of:
 - A member of Stotfold Town Council
 - A former member of Stotfold Town Council*
 - A Town Mayor of Stotfold Town Council
 - A Member of Parliament for the town
 - A Town Clerk
 - A former Town Clerk*
 - A member of staff who died whilst still in the employment of the Town Council* as notified to the Town Clerk or Town Mayor

- 2.1.2 The period of flying shall be reduced where the period coincides with the flying of the Union Flag, or where the flag may sustain damage (i.e. storm).

2.2 Union Flag

- 2.2.1 The Union Flag shall be flown in accordance with the dates for the flying of the Union Flag as designated by the Government as follows:
 - 6th February Her Majesty's Accession
 - 21st April Birthday of Her Majesty
 - 2nd June Coronation Day
 - 2nd Saturday in June Official celebration of Her Majesty's birthday
 - 2nd Sunday in November Remembrance Sunday
 - 11th November Remembrance Day (if different)

Dates will be checked annually against the list issued by the Department for Culture, Media and Sport and updated accordingly.

- 2.2.2 The Union Flag will also be flown to mark historical events relevant to a particular year pre-agreed by Council.

- 2.2.3 Should a significant occasion conflict with a Union Flag flying day, the Union Flag should take precedence.
- 2.2.4 For occasions when it is necessary to fly the Union Flag at half-mast, see Council's protocol for marking the death of a senior national figure.

2.3 Other appropriate flags

- 2.3.1 On other specific occasions, the following flags may be flown, if flags are available:
- Cross of St George – 23rd April
 - Commonwealth Flag – Commonwealth Day, normally second Monday in March
 - Armed Forces Day Flag – last Saturday in June (can remain in place for up to a week)
 - RAF Flag - Battle of Britain Day – 15th September
 - Bedfordshire County Flag - Bedfordshire Day – 28th November
 - Poppy Appeal – Royal British Legion Remembrance Flag (or similar) may be flown from the launch of the Poppy Appeal until Remembrance Sunday and Remembrance Day, when the Union Flag shall be flown

3. Management of the policy

- 3.1 Day to day management of the flying of flags at Stotfold Town Council's flagpole at the Greenacre Centre will be overseen by the Town Clerk. Any change from the Policy as stated would be subject to consideration and approval by the Establishment Committee/Council.
- 3.2 Ad hoc requests to fly flags that are not covered by this policy (such as Jubilee flags) will be determined by the Town Clerk in consultation with the Town Mayor. In cases where a particular flag will need to be purchased, then requestor will need to give adequate notice and if agreed to be flown, the Town Clerk has the authority to purchase an appropriate flag.

4. Notes to the policy

- 4.1 Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.
- 4.2 The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider white stripe should be above the red diagonal stripe at the top left hand side of the flag nearest the flagpole.
- 4.3 It is unlawful to fly or use a flag of the arms of any local authority except on sites or premises occupied by that authority.

8. Alternative formats

- 8.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- 8.2 Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01462 730064 or by emailing the Clerk's office enquiries@stotfoldtowncouncil.gov.uk

Adopted 1st June 2022

This document will be reviewed every five years, or as required.