



# RAUNDS TOWN COUNCIL

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## Flag Flying Policy

### Town Flag

The Town Flag shall be flown from the town flagpole, at full mast, at all times unless:

- The Union flag should be flown
- The Cross of St. George should be flown
- The Armed Forces Day Flag should be flown
- The flag should be flown half-mast (see below)
- The flag may sustain damage (storm, Christmas Tree etc).

The Town Flag shall be flown half mast in the following circumstances:

- On the death of present or former Town Councillors.
- On the death of present or former District or County Councillors representing the town.
- On any other occasion where a simple majority of the Members of the Council agree and where this has been first indicated to the Clerk.

The period the Town Flag will fly half mast shall be:

- For past or present councillors: a period of seven days or until the day following the funeral (whichever period is the sooner).
- On any other occasion: for a number of days not exceeding seven, determined by a simple majority of Members of the Council.

However, the period of flying shall be reduced where the period coincides with the flying of the Union Flag (see below).

### Union Flag

The Union flag will be flown to mark the following occasions:

- 6 February Her Majesty's Accession
- 21 April Birthday of Her Majesty
- 2 June Coronation Day
- 2<sup>nd</sup> Saturday in June Official celebration of Her Majesty's Birthday
- 2<sup>nd</sup> Sunday November Remembrance Sunday
- 11 November Remembrance Day (if different)
- 20 November Her Majesty's Wedding Day

The flying of the Union Flag shall take precedence over all other flags.

The Union Flag shall be flown half-mast on the death of a Member of the Royal Family and, in accordance with guidance issued by the Government, for any other public dignitary.

### **Commonwealth Day**

Commonwealth Day flag will be flown on the 2<sup>nd</sup> Monday March

### **St Georges Cross Flag**

St Georges Cross flag will be flown annually on the 23 April

### **Armed Forces Flag**

Armed Forces Day flag will be flown on the last Saturday in June.

### **Merchant Navy Day**

The Red Ensign will be flown on the 3<sup>rd</sup> September

### **Notes to the policy:**

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 flag pole.
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 flag pole. The wider diagonal white stripe should be above the red diagonal stripe at the top left hand side of the Flag nearest the flag pole.
3. It is unlawful to fly or use a flag of the arms of any local authority save on sites or premises occupied by that authority.

**Re-Written & Adopted: November 2014.**

**Reviewed April 2016**

**To be reviewed bi-annually.**