



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

# FLAG FLYING POLICY

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Congleton  
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## **CONGLETON TOWN COUNCIL**

### **FLAG FLYING POLICY**

#### **PURPOSE OF THE POLICY**

The Union flag is one of the best-known national symbols in the world. This policy has been adopted in relation to the flying of flags at Congleton Town Hall and other council-owned buildings/flagpoles. This policy standardises procedures to make it clear which alternative flags can be flown in addition to the Union flag.

#### **MANAGEMENT OF THE POLICY**

The day to day management of the flying of flags at Congleton Town Council will be overseen by the Chief Officer.

Any change from the Policy as stated would be subject to consideration and approval by the Finance & Policy Committee.

#### **THE UNION FLAG - FLAG FLYING DAYS**

The Union Flag will be flown at full mast at the Town Hall on the designated days for Union Flag flying as recommended by the Government, (flag flying days) with the additional date of the election of the Congleton Town Mayor in May. The Government periodically updates its list so this would be to be regularly checked by the Town Hall Manager.

Note: \* = date fixed annually

#### **FLYING THE UNION FLAG AT HALF MAST**

Flags should be flown at half-mast (i.e. 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) at the Town Hall on the following occasions:

- From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day, when they are fully hoisted from 11am to sunset.
- The funerals of members of the Royal Family, subject to special commands from Her/His Majesty in each case.
- The funerals of Foreign Rulers, subject to special commands from Her/His Majesty in each case.
- The funerals of Prime Ministers and former Prime Ministers of the United Kingdom, subject to special commands from Her/His Majesty in each case.
- Any other occasion where Her/His Majesty has given special command.

If a flag flying day coincides with days for flying flags at half-mast, flags should be flown at half-mast unless special commands are received from Her/His Majesty or Government to the contrary.

When a flag is to be flown at half-mast it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.

When it is being lowered from half-mast it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all.

On days that are not subject to the existing flag regulations, the Congleton Town flag, together with the Union Flag may be flown.

### **SUPERIOR FLAG POSITION**

Where a building has two or more flag poles and both flags (Union and Congleton Town Flag are to be flown), the Union Flag will take precedence i.e. the most "Superior position".

The Superior Position is to be the first flag on the left of an observer facing the main entrance of the building. The remaining flags then appear in order of precedence from left to right.

### **CONGLETON TOWN FLAG**

The Congleton Town Flag should be flown:

- On the day of the Annual Town Meeting.
- Annual Council Meeting (Mayor Making).
- Civic Sunday.
- Whenever the Mayor holds an official reception and on other occasions according to local custom.

### **CONGLETON TOWN FLAG AT HALF MAST**

The Congleton Town flag should be flown at half-mast at the town hall from the day of death until after the funeral of:

- A Member of the Council.
- A Mayor of Congleton Town.
- An Honorary Burgess of the Town.
- A Member of Parliament for the Town.
- A Chief Officer
- A former Chief Officer/ Town Clerk \*\*
- A former member of the Council \*\*
- A former member of a constituent authority of the Council who represented Congleton. (Cheshire East Councillor/ Congleton Borough Councillor) \*\*
- A member of staff who died whilst still in the employment of the Council.

*\*\*As notified to the Chief Officer or Town Mayor*

If a Union Flag Day occurs on a day when the local authority's flag is flying at half-mast, the Union flag will be flown at half-mast in its place.

## **OTHER FLAGS**

### **ARMED FORCES FLAG**

The Armed Forces Flag will be flown for one week every year in support of the nation's armed forces. The date which is fixed annually to coincide with armed forces week in June.

### **COMMONWEALTH FLAG**

- Commonwealth Day, second Monday in March, the Commonwealth Flag will be flown.

### **INTERNATIONAL LINKS/TOWN TWINNING FLAGS**

- These flags will be flown when an official delegation visits Congleton, for the duration of the visit. E.g. Princess Irene Brigade.

### **RAINBOW FLAG**

- The Rainbow Flag demonstrates support for the Lesbian, Gay, Bi-Sexual, Non-Binary and Transgender community and can be flown to support National and Local Pride events.

### **ROYAL BRITISH LEGION REMEMBRANCE FLAG**

- Remembrance in November; Royal British Legion Remembrance Flag will be flown from the Launch of the Poppy Appeal until after Armistice Day (Remembrance Day).

### **THE UNION FLAG AND LOCAL AUTHORITY FLAG**

- Formal visits by other authorities or royal visitors – the Union and the local authority flag can be flown together with the flag of the visiting authority and/or the royal visitor (if appropriate).

## **QUESTIONS AND APPROVALS**

The Chief Officer will consider and determine any request to fly a flag on the Town Hall or other Council owned flagpoles where it is not set out in the Policy. (e.g. International sporting events).

Flags of a Political nature will NOT be considered.

The request must come from a serving Town Councillor and be made in writing at least 4 weeks before the event.

This decision is final. Any decisions for continued or regular flag flying must be considered by the Finance & Policy Committee where it is not set out in the Policy.

No flag flying activity by, or on behalf of the Council, is to be undertaken without the approval of the Chief Officer. The Chief Officer will be consulted on all matters relating to the Flag Protocol and any questions should be submitted in writing to the Chief Officer.

## **POLICY REVIEW**

This policy will be reviewed every five years to ensure that it remains fit for purpose, and the national dates for flag flying will need to be checked with the Government websites annually (in January).