

PADDOCK WOOD TOWN COUNCIL

FLAG FLYING POLICY

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, 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:

The Union Flag

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

- 6 February – Her Majesty's Accession
- March (2nd Monday) – Commonwealth Day
- 21 April – Birthday of Her Majesty the Queen
- 23 April – St George's Day
- 2 June – Coronation Day
- June (date varies) – Official Celebration of Her Majesty's Birthday
- June (date varies each year) – Armed Forces Day
- November (2nd Sunday) – Remembrance Sunday
- 11 November – Armistice Day
- 14 November – Birthday of the Prince of Wales

The Town Council have discretion to fly the Union Flag at other times:

- To celebrate and support sporting events of significance
- In recognition of a royal visit in consultation with the Lord Lieutenant
- A special significant event or success in the Town
- By request from other Town bodies

Other Flags

The Armed Forces Day Flag, on and before Armed Forces Day in accordance with advice from the Chief of Defence Staff. Dates vary, but usually fall within the last week in June.

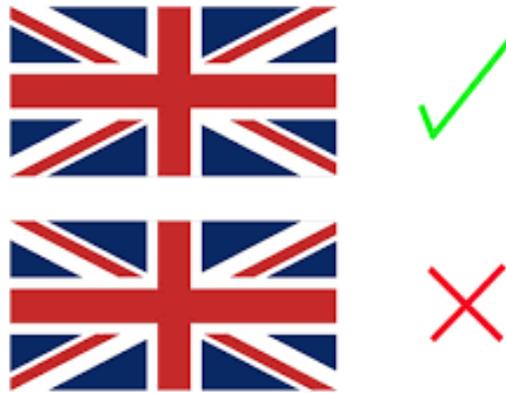
The Commonwealth Flag on Commonwealth Day.

On St George's Day, 23rd April, the Flag of St George should be flown. Under the flag flying guidance from the Department of Communities and Local Government, the Cross of St George may be flown on St George's Day from UK Government buildings in England with two or more flag poles. At the Chairman's discretion, the Flag of St George may be flown to celebrate / support sporting events of significance of an England Team. At the discretion of the Chairman, the Cross of St George may be flown to commemorate local civic and community dignitaries who have recently died.

Amended 22nd August 2022

How should the Union Flag be flown?

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.



The Union Flag will be flown on the flagpole situated at the War Memorial

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 flag pole.

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

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 to the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am until Sunset,
- In the event of the death of a member of the Sovereigns immediate 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 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 Sovereigns immediate family, may be lying dead, unless special commands are received from Her Majesty to the contrary.
- At the discretion of the Chairman, to commemorate local civic and community dignitaries who have recently died .

Flags will be kept at the home of the Chairman and the Estates Manager with keys to the flag pole.