

# Garstang Town Council

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## Flag Flying Policy

**Date of Review: 2024**

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
V1.0	Approved at Full Council 19/4/2021, minute 295 (2021-22)	E. Parry, Town Clerk	19/4/2021
V1.0	Full Council, 18/08/2023, minute 133(2023-24) that the following additional dates, be incorporated at 1.5 on the Town Council's approved flag policy i) Victory in Europe Day (VE Day); 8 May ii) Victory over Japan Day (VJ Day); 15 August iii) Armed forces Day iv) Armistice Day 11 November	E. Parry, Town Clerk	18/8/2023
V1.0	Reviewed policy with Councillor Allan, proposed changes at 1.5	E. Parry, Town Clerk	10/7/2024
V1.0	Full Council 15/07/2024 minute 034 (2024-25) The Council approved the recommended updates to the policy at point 1	E. Parry, Town Clerk	15/7/2024

## **1. Protocol & Procedure For Flying Flags**

- 1.1 On designated days national flags or those commemorating a specific event, shall be flown all day
- 1.2 Flags shall not be flown during severe weather conditions or planned maintenance.
- 1.3 Flags should not be flown in a worn, damaged or soiled condition as that could imply disrespect to the nation, occasion or organisation that they represent.
- 1.4 Flags may be flown on every day of the year. Government and local authority buildings in England, Scotland and Wales are encouraged to fly national flags every day of the year.
- 1.5 The Town Council will fly the Union flag every day at both sites with the following exceptions:
  - i) St George's Day, the flag of St George will fly 23rd April each year to commemorate St George's Day at Garstang War Memorial
  - ii) Armed Forces (Services) Day, the Armed Forces flag will fly for a week from the date of Armed Forces Day at Kepple Lane Park and Garstang War Memorial.
  - iii) Merchant Navy Day, the Red Ensign Flag will fly 3<sup>rd</sup> September followed by
  - iv) Emergency Services Day, the Emergency Services flag will fly 9th September for a week at Garstang War Memorial
  - v) Armistice Day 11 November Garstang War Memorial
  - vi) Lancashire Day, the yellow flag with Lancaster's Red Rose will fly 27th November each year at Garstang War Memorial
  - vii) Victory in Europe Day (VE Day); commemorating 8 May 1945 Garstang War Memorial
  - viii) Victory over Japan Day (VJ Day); commemorating 15 August 1945 at Garstang War Memorial  
Flags will be flown for points vii) and viii) when there is a significant anniversary
  - ix) Operation Menai Bridge protocol needs to be adhered to.
  - x) Topical flags to be flown at Garstang War Memorial as long as this does not clash with the events detailed at 1.5. Garstang Town Council to follow the lead from the UK Government and Wyre Council. Please see section 3, Requesting Guest Flags.

## **2. Flags at Half-mast**

- 2.1 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.
- 2.2 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.
- 2.3 When a flag is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.
- 2.4 The Union Flag shall normally be flown at half-mast to mark the following occasions:

- i) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
- ii) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- iii) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- iv) The funerals of foreign rulers, subject to special commands from the Sovereign in each case.
- v) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- vi) The funerals of first ministers and ex-first ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign in each case. Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.
- vii) Any other occasions where the Sovereign has given a special command. The above cover Royal and national mourning, but flags may be flown at half-mast on private or non-government buildings on other relevant occasions. The Town Council will follow the advice of Queens Council with regard to when it is relevant to fly the flag at half - mast.

### **3. Requesting Guest Flags**

- 3.1 Flags not included in this Policy, including those of other nations, shall not be flown without gaining prior approval from the Town Council.
- 3.2 Applications for the flying of guest flags should be made in writing to Council.
- 3.3 The Council shall reasonably consider any request for the flying of a guest flag that does not contradict the principles of this Policy. The decision making process should take into account the following:
  - i) The decision of the Council to fly guest flags should be made in the spirit of displaying universal allegiance, support or respect or to celebrate a significant international, national or local occasion
  - ii) It should be considered whether it is appropriate for the Town Council to display such support on behalf of its communities. The decision should ultimately reflect the values of Garstang Town Council.
  - iii) The Council shall not allow the use of flags for political purposes or for the purposes of commercial advertising
  - iv) Before approval to fly a guest flag is granted, it should be established whether the proposed date for the guest flag to be flown would conflict with that of other flags.
  - v) The Council may delegate authority for approval of flying guest flags to the Clerk, in consultation with the Mayor and Deputy Mayor of the Council.

**4. Review Of The Policy**

The Council will review this policy periodically and/or in respect of any future revisions to Government guidance.