**ROSLISTON PARISH COUNCIL**

**FLAG FLYING POLICY**

This updated policy was presented for approval at its meeting held on 17th April 2023

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**FLAG FLYING POLICY**

Flags are traditionally flown by the Parish Council for a variety of reasons: to show allegiance, support, respect or to celebrate. The Parish 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:

* 1 March – St David’s Day
* March (2nd Monday) - Commonwealth Day
* 9 April – His Majesty’s Wedding Day
* 23 April – St George’s Day
* 6 May – Coronation Day
* 17 June – Official Birthday of His Majesty the King
* June (date varies each year) – Armed Forces Day
* 21 June – Birthday of the Prince of Wales
* 17 July – Birthday of The Queen Consort
* 8 September – His Majesty’s Accession
* November (2nd Sunday) - Remembrance Sunday
* 11 November – Armistice Day
* 14 November - Birthday of His Majesty the King
* 30 November – St Andrew’s Day

The Parish 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
* In recognition of a formal visit by another significant dignitary
* A special significant event or success in the Town
* Formal Civic occasions
* By request from other Parish bodies

**Other Flags**

The Parish Council flag flying dates take priority over the flying of the village Hall flag.

The union flag will be flown at half-mast on the death/funeral of a serving local Councillor, serving local Member of Parliament or serving Derbyshire Councillor representing the village, or at the Chairman’s discretion the death of another Parish dignitary.

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 passed away.

**How should the Union Flag be flown?**

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| --- | --- | --- | --- |
|  | CORRECT |  | INCORRECT |

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 Village Hall from 8:00am until sunset.

Should additional flagpoles be erected in the future, then the Union Flag must always be flown in a 'superior' position:

* On the highest flagpole
* On the centre flagpole where there is an odd number of poles of the same height, or
* On the left centre flagpole viewed from the front of the building, where there is an even number of the same height.

**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 flagpole.

When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

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 of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset
* In the event of the death of a member of the Royal 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 foreign rulers, 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 Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary, and although it may be the day of the funeral of a foreign ruler
* On the death/funeral of a serving officer in the Armed Forces from the Town
* On the death/funeral of a serving Parish Councillor, District Councillor, County Councillor or local Member of Parliament
* At the discretion of the Chairman, to commemorate local civic and community dignitaries who have recently passed away

**Other Considerations**

Flags will not be flown during severe weather warning and planned maintenance.

Flags will only be erected by named volunteers and members of the Parish Council in order to comply with Health & Safety and insurance requirements.

The village hall are to specify to the parish council by giving one months’ notice (with the exception of last minute events) of when they wish to fly the village Hall flag and advise the parish council which member of the village hall committee will be raising and taking down the village Hall flag. When the village hall flag is flown it should comply with the time standards specified above in that it is only flown on the day of their event.

 The Village hall Flag will only be erected by named persons from the village Hall to comply with above requirements.

With the exception of the village hall flag, flags will be kept at the home of the Chairman or Vice Chairman, together with keys to the flagpole. In addition, the flags and key can be kept at the home of a nominated Councillor.

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| **VERSION CONTROL** |  |
| 21.03.15 | Policy Adopted |
| 20.02.17 | To amend flying union flag on national days to the national flags.To amend flying the flag from sunrise, now from 0800 hours.To amend the key to be kept by the Chairman/vice chairman and no longer the clerk. |
| 17.07.17 | To amend volunteers/named volunteers to raise flags. |
| 20.05.19 | To take account of the village Hall flag.  |
| 17.04.2023 | Reviewed, removed Duke of Edinburgh and Queen Elizabeth II, added King Charles III and Queen Consort. |