



Bollington

TOWN COUNCIL

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Flag Flying Policy

This Policy was adopted by the Council at its meeting held on 4th April 2023

This version of the Flag Flying Policy supersedes any previous versions.

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Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2023	21/03/23	HW	Updated Sovereign's birthday
01.00_2023	04/04/23	HW	Reviewed by Community & Environment Committee on 14/03/23. Adopted by Full Council 04/04/23

Date of next review – Quarter 3 2024

1. Introduction

The following policy has been written to formalise the flying of flags on the permanent flagpole at Bollington Town Hall. Bollington Town Council currently flies both the local Bollington flag, the Union flag and the ANZAC flag. It seeks to set out the process for dealing with requests to fly the council's flags on occasions not covered by this policy or requests to fly additional flags.

The policy seeks to ensure that flag flying at Bollington Town Council is consistent, in line with other council policies, upholds the dignity and purpose of flag flying and of the Council. The Council will not allow the use of flags for political purposes or for the purposes of advertising.

Should a significant occasion conflict with a Union Flag flying day, the Union Flag should take precedence.

2. Bollington Flag

The Bollington flag will always be flown at full mast except for in the event of the death of the following, when the flag will be flown at half-mast on the day the death is announced until sunset on the day of the funeral, or as near to this as is reasonably practicable.

- The Mayor
- A Member of Bollington Town Council
- An Ex-Mayor of Bollington Town Council
- An Ex-Leader of the former Urban District Council
- An Honorary Alderman
- A serving Member of Parliament of the Parliamentary Constituency

3. ANZAC Flag

ANZAC Day – 25th April each year

4. Progressive Pride Flag

The Progressive Pride Flag should be flown during June each year. Where the Union Flag takes precedence, the council will endeavour to fly the flag for the remainder of the month or at the very least for Pride Day which is 28th June.

5. Union Flag

The Union Flag will be flown at full mast on the following occasions:

- Remembrance Sunday – Second Sunday in November
- Armistice Day – 11th November
- The Sovereign's Birthday – 14th November
- The Sovereign's Official Birthday – Second Saturday in June

The dates for scheduled flag flying days will be checked annually and dates entered into the calendar.

The Union Flag will be flown at half-mast in the event of the death of the following people or on the following occasions, from the day the death is announced. The flag will remain at half-mast until sunset on the day after the funeral, or as near to this as is reasonably practicable.

6. The Death of the Sovereign

The death of the Sovereign is covered by a separate policy which the Town Mayor and Deputy Town Mayor will be made aware of when they take office. The decision to implement the policy will be made by the Town Clerk in consultation with the Mayor. The Town Manager will assist as will other officers and staff as required.

Elements of this policy may be used to mark the death of a senior member of the Royal Family or senior national figure. The Clerk and Town Manager will be able to offer advice.

7. Mark of Respect

Where a swift decision is required, the Town Clerk along with The Town Mayor will determine when Bollington Town Council flies the flags at half-mast as a mark of respect and to express the sympathies of the Council in appropriate circumstances such as times of national disaster.

8. Other Occasions

Requests to fly flags that are not covered by this policy should be submitted to the Town Clerk. Requests will be considered, and a recommendation made by the Events Working Group at their next meeting with the final decision determined by council. Any costs associated with the purchase of flags shall be fully met by the individual or organisation making the request.

9. Definition of Half-Mast

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

10. Correct positioning of Union Flag

The Union flag shall always be flown the correct way up. Therefore, in the half of the flag nearest the flagpole, the wider white diagonal stripes must be above the red diagonal stripes.

11. Condition of Flags

Flags will not be flown in a worn or damaged condition which could show disrespect to those they represent.