



Flag Flying Policy

This Policy was adopted by the Council at its meeting held on 7th July 2026.
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	21/03/23	HW	Updated Sovereign’s birthday
01.00	04/04/23	HW	Reviewed by Community & Environment Committee on 14/03/23. Adopted by Full Council 04/04/23
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Version	Date	Initials	Comment
01.02	22/11/2024	HW	Updated following the Community & Environment Committee meeting on 12/11/24
02.00	07/01/2025		Adopted by Full Council 07/01/25
02.01	12/09/2025	RB	Reviewed by Personnel, Policy, Communications and Governance Committee
03.00	04/11/2025		Adopted by Full Council 04/11/25
03.01	19/06/2026	RB	Added flying of the St George's Cross flag as approved by the Personnel, Policy, Communications and Governance Committee on 19/06/2026
04.00	07/07/2026		Adopted by Full Council 07/07/26

Date of next review – Quarter 4 2030

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. Management of the policy

The day-to-day management of the flying of flags at Bollington Town Council will be overseen by the Clerk. Any change from the Policy as stated would be subject to consideration and approval by the Personnel, Policy Communications & Governance Committee.

3. 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 Bollington Town Mayor in May*. Dates for 2025 can be seen in appendix A. The Government periodically updates its list so this would be to be regularly checked by the Town Manager.

Note* = date fixed annually

4. 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 Bollington Town flag, together with the Union Flag may be flown.

5. Superior Flag Position

Where a building has two or more flag poles and both flags (Union and Bollington 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.

6. Bollington Town Flag

The Bollington 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.

7. Bollington Town Flag at Half Mast

The Bollington 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 Bollington Town.
- A Member of Parliament for the Town.

- A Clerk
- A former Clerk/ Town Clerk **
- A former member of the Council **
- A former member of a constituent authority of the Council who represented Bollington. (Cheshire East Councillor/ Macclesfield Borough Council) **
- A member of staff who died whilst still in the employment of the Council.

**As notified to the Clerk 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.

8. Other Flags

8.1. St George's Cross Flag

Flown on St George's Day (23rd April) and during major sporting events where England is represented at national or international level (e.g. FIFA World Cup, UEFA European Championship, Rugby World Cup, Cricket World Cup, World Netball, Olympian Tournaments, The Ashes), as per the Clerk's approval.

8.2. 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.

8.3. ANZAC Flag

Observed on 25 April each year, Anzac Day was originally devised to honour the members of the [Australian and New Zealand Army Corps](#) (ANZAC) who served in the [Gallipoli campaign](#).

A Bollington based lad who emigrated to Australia was seriously injured and returned from Europe to his parents in Bollington where he died of his injuries. He is buried in St John churchyard under a service gravestone.

8.4. Commonwealth Flag

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

8.5. 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.

8.6. 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).

8.7. 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).

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.

9. 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.

10. 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.

11. Condition of Flags

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

12. Questions and Approvals

The Clerk will consider and determine any request to fly a flag on the Town Hall 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 Policy, Personnel, Communication and Governance 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 Clerk. The Clerk will be consulted on all matters relating to the Flag Protocol and any questions should be submitted in writing to the Clerk.

13. 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).

Appendix A

Designated days for flying the Union Flag on UK government buildings 2025



- 1 March:** St David's Day (in Wales)
- 10 March:** Commonwealth Day (second Monday in March)
- 17 March:** St Patrick's Day (in Northern Ireland)
- 9 April:** His Majesty The King's Wedding Anniversary
- 6 May:** Coronation Day
- 14 June:** Official Birthday of His Majesty The King
- 21 June:** Birthday of HRH The Prince of Wales
- 17 July:** Birthday of Her Majesty The Queen
- 8 September:** His Majesty The King's Accession
- 9 November:** Remembrance Day (second Sunday in November)
- 14 November:** Birthday of His Majesty The King
- 30 November:** St Andrew's Day (in Scotland)

Designated days for flying the St George Flag on UK government buildings 2025



- 23 April:** St George's Day (in England)