



## St Ives Town Council

# **Policy for the Flying of Flags from Council Buildings**

April 2022

## Policy / File Status

<b>Version</b>	0.2	<b>Approving Body</b>	Full Council
<b>Date</b>	14.04.2022	<b>Date of Approval</b>	14.04.22
<b>Responsible Officer</b>	Town Clerk	<b>Minute Reference</b>	C/158
<b>Oversight Committee</b>	Community & Environment	<b>Review Date</b>	May 2023

## Version History

<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
Mar 2022	0.1 Draft	Community & Environment Committee	New policy in response to requests for a position in relation to Ukraine and pride
April 2022	0.2	Full Council	Revision to include recommendations to fly the Council crest upon the death of a former councillor

## Review Record

<b>Date</b>	<b>Type of Review Conducted</b>	<b>Summary of Actions Taken or Decisions Made</b>	<b>Completed By</b>

## **1. INTRODUCTION**

- Flags are a very British way of expressing joy and pride – they are emotive symbols, which can boost local and national identities and strengthen community cohesion.
- The government has recently updated their guidance for the flying of the Union Flag on UK Government Buildings.
- From Summer 2021, there will be designated days when the Union Flag must be flown on UK Government Buildings by command of Her Majesty the Queen.
- UK government buildings are encouraged to fly the Union Flag all year round.
- This policy provides a protocol for flying flags from St Ives Guildhall owned flagpoles.

## **2. St IVES TOWN COUNCIL OWNED FLAGPOLES**

**The Town Council own three flag poles, two at the Guildhall, one at the Malakoff.** The Union Flag, the St Piran Flag, the Town Crest and any other flag the Council deems appropriate will be flown from these flagpoles.

### **THE UNION FLAG**

#### **Government Protocol**

#### **The flag should be raised briskly and lowered ceremoniously**

- When the flag is raised or lowered on ceremonial occasions, everyone present should be silent and face the flag and people in uniform should salute
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured
- Do not raise the flag earlier than first light or lower the flag later than dusk
- The flag must not be flown if it is damaged, faded or dilapidated
- Do not fly the flag upside down for any reason

## **Designated days for flying the Union Flag on UK Government Buildings' In England**

- **9 January:** Birthday of the Duchess of Cambridge
- **20 January:** Birthday of the Countess of Wessex
- **6 February:** Her Majesty's Accession
- **Second Monday in March:** Commonwealth Day
- **10 March:** Birthday of the Earl of Wessex
- **21 April:** Birthday of Her Majesty the Queen
- **April:** St George's Day (in England)
- **2 June:** Coronation Day
- **12 June:** Official celebration of Her Majesty's Birthday
- **21 June:** Birthday of the Duke of Cambridge
- **17 July:** Birthday of the Duchess of Cornwall
- **15 August:** Birthday of the Princess Royal
- **Second Sunday in November:** Remembrance Day
- **14 November:** Birthday of the Prince of Wales
- **20 November:** Her Majesty's Wedding Day

Also:

- The day of the opening of a Session of the Houses of Parliament by Her Majesty
- The day of the prorogation of a Session of the Houses of Parliament by Her Majesty

Flags should be flown on these days even if Her Majesty does not perform the ceremony in person.

### **The Union Flag must be flown in the superior position at all times:**

Where there are two or more flagpoles parallel to the building line

It is usual for the Union Flag 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.

## **Where there are two or more flagpoles on the forecourt of a building but at an angle to the main entrance**

It is usual for the Union Flag to be flown on the outermost pole when the flagpoles are situated to the left of the main entrance and on the innermost pole when the flagpoles are to the right of the main entrance.

## **If only one flag is to be flown and there are two flagpoles**

It is usual for the Union Flag to be flown on the flagpole to the observer's left. If there are more than two flagpoles, the Union Flag should be flown as near as possible to the centre. This only applies when the other flagpoles remain empty.

## **If one flagpole is higher than the rest:**

The Union Flag can fly from that flagpole but no other national flags can be flown on the other flagpoles. These can still be used for more junior flags such as county and house flags. Alternatively, the higher flagpole can be left empty and the remaining flagpoles used as if it did not exist. (In general when siting flagpoles it is a good idea to keep them all at the same level to avoid these protocol problems.)

## **Flying the flag at half-mast**

Flags are flown at half-mast as a sign of mourning.

The half-mast position will depend on the size of the flag and the length of the flagpole.

The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole.

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 flag pole. If more than one flag is flown, they should all be raised at half-mast or not flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

## **3. DEATH OF THE MONARCH OR A MEMBER OF THE ROYAL FAMILY**

The Union Flag must be lowered to half-mast on the announcement of death and remain in that position during the period of mourning until after the funeral has been completed.

For further detail, please refer to the Operation London Bridge Protocol.

#### **4. WEATHER CONDITIONS**

It may not be possible to fly the Union Flag, St Piran's Flag, or any other designated flag in poor weather conditions.

The Council will follow the guidance provided by the pole and flag manufactures to determine whether it is safe to fly flags so as to ensure that potential damage to the poles and flags is kept to a minimum.

#### **5. THE ST PIRAN FLAG AND TOWN CREST – PROTOCOL**

The St Piran Flag will be flown alongside the Union Flag (on the Union Flag's designated days) to celebrate the geographical location of the town and recognise its Cornish heritage and culture.

##### **Protocol**

- The flag should be raised briskly and lowered ceremoniously
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured
- The flag must not be flown if it is damaged, faded or dilapidated

##### **The flag to be flown alongside the Town's crest on the following days**

- **February:** Lelant and St Ives Feast days (for St Ia, patron saint of St Ives)
- **5 March:** St Piran's Day
- **Mid May** – St Ives Mayor Choosing
- **Third Sunday in October:** Trafalgar Day
- **Upon the occasion of the death of a former Town Councillor**
- *(save that where these dates coincide with an official day for flying the union flag, the Town Crest and the union flag will be flown).*

##### **Protocol**

- The flag should be raised briskly and lowered ceremoniously
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured

The flag must not be flown if it is damaged, faded or dilapidated

## **6. FLYING OTHER FLAGS IN CONJUNCTION WITH THE UNION, ST PIRAN OR TOWN CREST**

- The Council has resolved to fly the flag of the Ukraine during the current conflict on days when the other flags do not take precedence.
- The Council has resolved to fly the official pride flag during June
- The Council has resolved to fly the official pride flag during LGBT+ history month (October)  
(in both cases this will be in conjunction with the Union and or other flag where appropriate).

## **7. OTHER REQUESTS TO FLY A FLAG**

Any variation to the dates set out above for the flying of the Union Flag, the St Piran Flag and the Town Crest or a request to fly any other flag, must be made in writing to the Town Council, a decision will then be made by members at the next available Full Council meeting. Examples may include but are not limited to:

- Flags of other nations as mark of respect during times of national crisis or emergency
- Flags of twinning and friendship partners during official visits

Members must also decide for how long any additional flag will be flown for.