

DRAFT

**STELLING MINNIS PARISH COUNCIL
FLAG FLYING POLICY**



Approved and adopted at a meeting of the Parish Council on (Date)

Flags are a very British way of expressing joy and pride, they are emotive symbols which can boost local and national identities, strengthen community cohesion and mark civic pride. It is a symbol of national unity. Stelling Minnis Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for advertising or political purposes.

The Parish Council is free to fly the Union Flag at its discretion, but it will adhere to National guidance issued by the Governments Department for Culture, Media and Sports (Updated 24 June 2021).

The Union flag may be flown on the following dates and occasions indicated below. National flag dates are obtained from the Flag Institute <https://www.flaginstitute.org/wp/uk-flags/calendar/>

National Flag Flying Days - The Union Flag (2021 - 2022).

- 6 February 2022 - Her Majesty's Accession - 70 years on the throne.
- 1 March 2022 – St David's Day
- 14 March 2022 (2nd Monday) - Commonwealth Day
- 17 March 2022 St. Patrick's Day
- 21 April 2022 - Birthday of Her Majesty the Queen
- 23 April 2022 – St George's Day
- 2 June 2022 - Coronation Day
- 11 June 2022 - Official Celebration of Her Majesty's Birthday
- 25 June 2022 – Armed Forces Day
- 11 November 2021 – Armistice Day
- 14 November 2021 - Remembrance Sunday (Held at Bossingham Village Hall Memorial)
- 14 November – 2021 Birthday of the Prince of Wales
- 20 November – 2021 Wedding Day of the Queen
- 30 November 2021 – St Andrew's Day

Stelling Minnis Parish Council have discretion to fly the Union Flag at other times including;

Local Flag Flying Days

- Kent County Day which is 26 May. The day is shared with St Augustine, the first Archbishop of Canterbury.

Other Flags Flying Days

- To celebrate and support National or Local 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 local significant event or success in Stelling Minnis.
- Formal Civic occasions.

- Guest flags may be flown at the discretion of the Stelling Minnis Parish Council Chairman.
- The Union flag will be flown at half-mast on the death or funeral of a serving local Councillor, or serving local Member of Parliament or serving County or District Councillor representing the village, or at the Chairman's discretion the death of another Parish Councillor or Parish dignitary.
- 25 June 2022 - Armed Forces Day (Union Flag).
- 8 May 2022 - VE Day (Union Flag).

The Correct Way Up



The Flag officer and Deputy Flag Officer will ensure that the Union flag is flown the correct way up with the broader diagonal white stripe at the top left hand side of the flagpole.

Flags at Half-mast

When flags are to be flown at half-mast the flag must be 1/3 (or height of the flag) from the top of the flagpole.

Out of respect, when raising the flag it should always be hoisted to the top of the flagpole and then gently lowered back down to half-mast. Likewise before it is lowered at sunset, it should first be hoisted to the top of the flagpole 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 at full mast 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 at full mast; although a member of the Royal Family, or a near relative of the Royal Family, may still be lying in state, unless special commands are received from Her Majesty to the contrary.
- On the death or funeral of a serving officer in the Armed Forces from the village or local area.
- On the death or funeral of a serving Parish Councillor, District Councillor, County Councillor or local Member of Parliament.
- At the discretion of the Parish Council Chairman, to commemorate local civic and community dignitaries who have recently passed away.

Other Information

The Parish Council will own and maintain the Flagpole, equipment and flags. These will be insured and periodically assessed by the Flag officer and Deputy Flag Officer. Any replacement parts or maintenance concerns should be raised with the Parish Council Chairman. The condition of flags to be assessed to ensure they are in good condition at all times and not worn or damaged.

Flag normally displayed will be the Union flag.

Flags will not be flown during severe weather warnings.

Flags and equipment will only be operated by named volunteers of the Parish Council and Village Hall Committee (preferably one from each) in order to comply with Health & Safety and insurance requirements.

The Village Hall Committee should notify the Parish Council if they wish to fly the village Hall flag or their Event flag and advise the Parish Council Chairman which member of the Village Hall Committee will be raising and taking down the Village Hall flag. When the Village Hall flag or Event flags are flown it should only be for the day of their event.

Flags will be kept in a safe secure area within the Village Hall for access by the Flag officer and Deputy Flag Officer.

Document Updates

This Flag Flying Policy document will be reviewed as required and formally approved by the Parish Council annually.

Last Updated; 1 November 2021

Next Review Date; May 2022.

Cllr Laszlo Dudas (Flag Officer)

Lee Jones (Chairman Village)

Cllr Robert Hubble (Chairman Parish Council)