



Ashbourne Town Council

Flying Flags on the Town Hall Policy

Date 17 September 2024

Minute C/24/3880



ASHBOURNE TOWN COUNCIL

Flying Flags on the Town Hall

Introduction

The Union Flag is one of the best-known symbols in the world. This policy has been adopted in relation to the flying of flags at Ashbourne Town Hall. The policy standardises procedures to make it clear which flags can be flown in addition to The Union Flag.

The Town Council have agreed that they will only fly two flags on the Town Hall – The Union Flag and the Derbyshire Flag.

Management of The Policy

The day-to-day management of the flying of flags at Ashbourne Town Council will be overseen by The Town Clerk.

Any changes to this Policy would be subject to consideration and approval by Full Council.

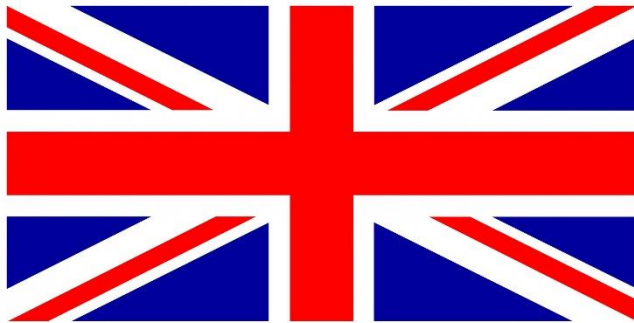
The Union Flag – Flag Flying Days

The Union Flag will be flown at full mast at Ashbourne Town Hall on the designated days for Union Flag Flying days as recommended by The Government. This list is periodically updated by The Government so will be checked regularly by Ashbourne Town Council staff.

Designated days for flying the Union Flag on UK Government Buildings 2024 (England) as at the date of this policy.

11th March	Commonwealth Day (second Monday in March)
09th April	His Majesty The King's Wedding Anniversary
23rd April	St Georges Day
06th May	Coronation Day
15th June	Official Birthday of His Majesty The King
21st June	Birthday of HRH The Prince of Wales
17th July	Birthday of Her Majesty The Queen
08th September	His Majesty The King's Accession

10th November	Remembrance Day (second Sunday in November)
14th November	Birthday of His Majesty The King



Note: The Union Flag has a correct way up, it is not reversible, and it is considered improper to fly the British flag upside down. The only correct way to fly the Union Jack flag is when the half nearest to flagpole displays the wider diagonal white stripe above the red diagonal stripe.

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 Ashbourne 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 the Royal Family, subject to special commands from His/Her Majesty in each case.
- The funerals of Foreign Rulers, subject to special commands from His/Her Majesty in each case.
- The funerals of Prime Ministers and former Prime Ministers of The United Kingdom, subject to special commands from His/Her Majesty in each case.
- Any further occasion where His/Her 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 by His/Her Majesty or Government to the contrary.

When a flag is to be flown at half-mast it should be raised all the way to the top of the mast allowed to be raised there for a second and then be lowered to the half-mast position.

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

All Flag Flying is subject to some standard conditions.

Subject to compliance with the standard conditions there are three categories of flag:

- Flags which can be flown without consent of the local planning authority
- Flags which do not need consent provided they comply with further restrictions (referred to as “deemed consent” in the regulations)
- Flags which require consent (“express consent”)

Requests and Approvals

The Town Clerk will process any request to fly a flag on Ashbourne Town Hall and this will be determined at Full Council.

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.

No flag flying activity by, or on behalf of Ashbourne Town Council is to be undertaken without the approval of The Town Council and the Town Clerk must be consulted on all matters relating to Flag protocol and any questions should be submitted in writing to The Town Clerk.