



## **TORPOINT TOWN COUNCIL**

### **POLICY AND PROTOCOLS FOR FLAG FLYING**

**RENEWAL DATE – July 2020**

**NEXT REVIEW DATE – July 2022**

**Reviewing Body: -**

**Asset Management and Operations Committee**

## POLICY AND PROTOCOLS FOR FLAG FLYING – 2020

This policy is designed to produce a protocol for flying flags from Torpoint Town Council owned flagpoles.

The Town Council has two flagpoles that it controls


➤ **The flagpole situated on the Council building in York Road.**

For the purposes of protocol, this flagpole is to be regarded as the principal flag pole owned by the authority and the flag flown from this flagpole is regarded as having precedence over the other flagpole and the flag flying from it.

➤ **The flagpole situated in Sparrow Park (at the junction of Harvey Street and Fore Street).**

This flagpole is to be regarded as the secondary flagpole and will be used as the general flag pole with the flag being flown from the Council offices always taking precedence.

### Council Office Flagpole – Primary Location

|   |   |
|---|---|
|  | The Union Flag will be flown on all occasions, taking precedence over all other flags being the principal Council flagpole. |
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### Protocols for flying the union flag: -

- 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
- Do not raise the flag earlier than first light or lower the flag later than dusk
- 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**
- Do not fly the flag upside down for any reason.

### Flagpole in Sparrow Park – Secondary Location

|   |  |
|---|--|
|  | The St Pirran Flag will be flown from this flagpole denoting the geographical location of the town and also recognising the Cornish heritage and culture. The following exceptions will be made with the dates and reasons (2020): - |
| <b>FLAG TO BE FLOWN</b>   | <b>DATE AND REASON</b>   |
|  | 9 <sup>TH</sup> January – Birthday of the Duchess of Cambridge   |
|  | 20 <sup>th</sup> January – Birthday of the Countess of Wessex  |
|  | 6 <sup>th</sup> February – Her Majesty’s Accession   |
|  | 19 <sup>th</sup> February – Birthday of the Duke of York   |
|  | 10 <sup>th</sup> March – Birthday of the Earl of Wessex  |
|  | 11 <sup>th</sup> March - Commonwealth Day  |
|  | 21 <sup>st</sup> April – Birthday of Her Majesty the Queen   |
|  | 23 <sup>rd</sup> April – St. Georges Day   |

## POLICY AND PROTOCOLS FOR FLAG FLYING – 2020

|   |  |
|---|--|
|    | 9 <sup>th</sup> May – Europe Day   |
|    | 2 <sup>nd</sup> June – Coronation Day  |
|    | 8 <sup>th</sup> June – Official celebration of Her Majesty’s Birthday                        |
|    | 10 <sup>th</sup> June – Birthday of the Duke of Edinburgh                                    |
|    | 21 <sup>st</sup> June – Birthday of the Duke of Cambridge                                    |
|    | 29 <sup>th</sup> June – Armed Forces Day – Flag flown at Sparrow Park for the week preceding |
|    | 17 <sup>th</sup> July – Birthday of the Duchess of Cornwall                                  |
|    | 15 <sup>th</sup> August – Birthday of the Princess Royal                                     |
|    | 3 <sup>rd</sup> September - Merchant Navy Day (Red Ensign)                                   |
|    | 10 <sup>th</sup> November – Remembrance Sunday – fly flag for two weeks preceding            |
|    | 14 <sup>th</sup> November – Birthday of the Prince of Wales                                  |
|    | 20 <sup>th</sup> November – Her Majesty’s Wedding Day  |
| <b>OTHER OCCASIONS WHEN FLAGS ARE FLOWN</b>   |  |
|   | HMS Raleigh exercising the Freedom of Torpoint   |
|  | 5 <sup>th</sup> July - NHS Birthday – Thank you to the NHS flag                              |

### Protocols for flying flags from the Sparrow Park Flagpole

- For the Union Flag – please see above

For all other flags – please see above

- When a flag other than the St Pirran flag is flown, it should only be flown on the day or occasion denoted.
- Only one flag to be flown on the flagpole

### 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. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.



Only the union flag is to be used for this purpose.

### Death of the Monarch or a member of the Royal Family

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

**Death of a Local Councillor (past or present), Local Active Serviceman from the parish or Dignitary**

The flag is to be lowered to half-mast (on both flagpoles) on the announcement of death. The following day it will be raised again to the approved position (i.e. to the top of the flagpole) until the day of the funeral when it is to be lowered again. The union flag will be flown for this period at both flagpoles

**Delegation of Enactment**

Delegation to enact the above protocols for flying flags has been given to the Town Clerk including flying other flags listed above (e.g. the Armed Forces Day flag). For any variation to the above, application must be made in the first instance to the Town Clerk for consideration and a decision but if necessary or appropriate, will be referred to Council for a final decision.