

# **Olney Town Council**

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## **Flag Policy**

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## **Introduction**

This policy sets out Olney Town Council's policy for flag flying.

Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will be sensitive to the views of all sectors of its community and will never use flags for political purposes.

On the occasion of a Royal visit, the personal standard of a member of the Royal Family making the visit is despatched in advance so that it can be flown on the day. Personal standards of the Royal Family are to be raised only when the Royal person is inside the building and must never be flown when he or she is passing by, as in a procession.

From Summer 2021 government guidance states that UK Government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown. This guidance is aimed at UK Government buildings; however, they encourage local authorities and other local organisations to follow suit where they wish to fly flags.

## **Information**

Olney Town Council has three flagpoles, one outside The Olney Centre and one either side of the War Memorial at the Market Place.

### **1. Flying the Flag**

1.1 Flags may be flown on every day of the year.

1.2 Flags are normally flown from sunrise to sunset, but they may also be flown at night, when they should be illuminated if possible.

1.3 Other flags can be flown at the discretion of the Town Clerk or the Council.

1.4 Flags fly at full-mast on Remembrance Sunday.

1.5 On Shrove Tuesday the Kansas State flag will be flown with the Union Flag.

## **2. Flags at Half-mast**

2.1 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 flagpole.

2.2 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.

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

2.4 Flags should be flown at half-mast on the following occasions:

- (a) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
- (b) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- (c) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- (d) The funerals of foreign rulers, subject to special commands from the Sovereign in each case.
- (e) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- (f) The funerals of first ministers and ex-first ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign in each case. Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.
- (g) Any other occasions where the Sovereign has given a special command.

The above cover Royal and national mourning, but flags may be flown at half-mast on private or non-government buildings on other relevant occasions. The Town Council will follow the advice of Kings Council with regard to when it is relevant to fly the flag at half-mast.