

Rodney Stoke Parish Council

Draft Flag Policy

As approved at the meeting dated *****

Rodney Stoke Parish Council policy for flying the flag in The Pound, Rodney Stoke.

The Council will appoint a Flag Officer. The duties of the officer will be to operate the flagpole; recommend any repairs and maintenance to the flags and flagpole; arrange safe storage of the flags and keys to the flagpole; and to fly the flags in accordance with appendix A (attached). A second set of keys will be held by the Clerk.

The Flag Officer may choose to fly any flag, as appropriate such as St Leonards, St Peters, The Somerset Flag, and The Union Flag, owned by the Parish Council and held by the Flag Officer. Such flags should accord with regulations and should not require consent from the local planning authority by government regulation, such as advertising flags. Such categories are listed in The Plain English Guide to Flying Flags.

Any requests for the flying of guest flags must be made to the Council in writing. No flags will be flown for political purposes. Guest flags must comply with government guidance. The decision to fly a guest flag may be made by the flag officer in consultation with either the Chairman or Vice Chairman or an appropriate Councillor.

Any complaints regarding the flags or flagpole are to be made in writing to the Clerk.

Flags will not be flown during extreme weather.

Flags may only be raised by persons authorised by the full Council or by the flag officer in consultation with the Chairman or Vice Chairman.

All flags must be maintained in good condition and must comply with government regulations.

Appendix A

The Flag Officer may at their own discretion fly the Union Flag on the following dates (or as amended by the government www.gov.uk/guidance/designated-days-for-union-flag-flying):

- 9 January Birthday of the Duchess of Cambridge
- 20 January Birthday of the Countess of Wessex
- 6 February Her Majesty's Accession
- 19 February Birthday of the Duke of York
- 9 March Commonwealth Day (second Monday in March)
- 10 March Birthday of the Earl of Wessex
- 21 April Birthday of Her Majesty the Queen
- 23 April St George's Day
- 2 June Coronation Day
- 10 June Birthday of the Duke of Edinburgh
- 13 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
- 8 November Remembrance Day (second Sunday in November, see note 2)
- 14 November Birthday of the Prince of Wales
- 20 November Her Majesty's Wedding Day
- 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

The Union Flag will be flown at half-mast at times of national mourning.

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

The Policy will be reviewed annually.