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| **POLICY:** | **FLAG PROTOCOL** |
| **Policy number:** | LTC / FP / 23 / v.3 |
| **Available to:** | All Staff, Councillors & Public (upon request) |
| **Supersedes Version:** | Flag Protocol – Adopted 13th May 2015 |
| **Approved by:** | Full Council |
| **Approval date:** | 31st July 2023 |
| **Review due:** | June 2026 |

**1. Description**

Protocol on the flying of flags by Ludlow Town Council.

**2. Purpose of this policy**

To determine how and when the Town Council should fly flags.

**3. Scope**

This protocol covers the flying of flags on all Ludlow Town Council properties.

**4. Procedure**

**4.1 TOWN COUNCIL PROTOCOLS**

The Town Hall is not a ‘government building’ in law, but it is customary for all Town Halls to follow these rules. The Buttercross would constitute the Town Hall of Ludlow because it has flagstaves.

**4.2 GUILD OF MACE- BEARERS**

If two flags are to be flown they must be flown on separate flagstaves (the Buttercross currently only has one flagstaff).

It is not correct to fly two flags from one flagstaff, one above the other.

For purely municipal occasions such as Mayor’s Day, days of Council Meetings, etc., some Councils make use of their own flags which should properly be the banner of the Arms of the Authority.

**4.3 The Royal Standard**

The Royal Standard is only to be hoisted when the Monarch is present in the building and never when Their Majesty is passing in procession. If the Monarch is to be present in a building, you should get in touch with Buckingham Palace. Should the visitor be another member of the Royal Family for whom a Standard is flown, the same procedures should be followed.

**4.4 Mourning**

On the occasion of National or Local mourning the flag on the Town Hall should be displayed at half-mast. The correct drill is for the flag to be hoisted close up and then lowered to one clear flag width from the mast head (Half-Mast); similarly, at sunset the flag should be re-hoisted up before being finally lowered.

If other flags are normally flown on other flagstaves and the Union Flag is to be flown at half mast, then the other flags should not be similarly flown but should be flown in their normal position, i.e. close up.

**4.5 Remembrance Sunday**

On Remembrance Day the flag is hoisted close up all day.

**4.6 H.M. The King’s Official Birthday**

The date of the Monarch’s Official Birthday is notified annually in the Press.

**4.7 United Nations Day**

The United Nations flag should be flown each year on 24th October.

**4.8 National Days**

The Department of the Environment issues a list of dates on which flags are to be flown from Government buildings, these dates should also be followed for Town Halls. The following is a permanent list on which the National Flag should be flown:-

1st March St David’s Day (Wales only)

March Commonwealth Day (second Monday)

17th March St Patrick’s Day (in Northern Ireland)

9th April His Majesty’s Wedding Day

23rd April St. George’s Day (in England)

6th May Coronation Day

21st June Birthday of The Prince of Wales

17th July Birthday of The Queen

8th September His Majesty’s Accession

November Remembrance Sunday (Second Sunday)

14th November Birthday of His Majesty The King

30th November St. Andrew’s Day (Scotland only)

**4.9 TOWN COUNCIL FLAG**

The Town Flag of Ludlow should be flown on all days where the National Flag/other flags are not required.

**4.10** **Half Mast**

The death of a Former Mayor or Freeman of Ludlow

The death of a Member of the Town Council

The death of a prominent citizen\* of Ludlow or the County (to be adjudicated by the Mayor, Deputy Mayor and at the discretion of the Town Clerk)

\*prominent citizen - can be extended outside the boundaries of Ludlow Town e.g. local dignitaries or a local County Alderman.

**5. Other relevant policies**

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| Civic Handbook |