



## OTTERY ST MARY TOWN COUNCIL FLAG FLYING POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved	2021	March 2018
2	Kerry Kennell	Draft and Approved	July 2023	July 2023 23/07/21

### 1. Flying the Flag

1.1 Flags may be flown on every day of the year. Government and local authority buildings in England, Scotland and Wales are encouraged to fly national flags every day of the year.

1.2 The Town Council will fly the flag of St George for a week in April to commemorate St George's Day.

1.3 The Town Council will fly the national flag of our twinning partners during visits to the parish. Ottery St Mary Twinning Association hold the national flags.

### 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 King's Council with regard to when it is relevant to fly the flag at half mast.

## 2.5 Flags fly at full-mast on Remembrance Sunday