



Flag flying policy

INTRODUCTION

This policy will cover the Thornaby Town Council building. Any new requests to fly flags other than the Union Jack and must have the agreement of the Council.

- Flags flown should be kept in good condition, torn or soiled flags should be replaced at the earliest opportunity.
- On occasions where flags are flown at "half-mast", the flags should be flown at one length of the flag from the end of the pole. In such a case all flags flying, regardless of seniority, should all be flown at half-mast.
- In the event of strong winds being forecast, flags will be lowered and removed.
- The procurement and hoisting of flags are the responsibility of the Town Clerk and Caretaker

UNION FLAG FLYING GUIDANCE

The Union flag should be flown each day.

In the case of two identical height poles it should be flown on the leftmost pole, which is the senior position as per protocol within the College of Arms guidance. The Union Flag should always be flown on the tallest pole

The Union flag is not symmetric, which leads many people to accidentally hang it upside down. As this is often considered a sign of disrespect it is particularly important that the flag is raised in the correct orientation.

The following checks should be made before the flag is raised:

The white stripes of the Union Flag are not all the same. In the half of the flag nearest the flagpole, the wider white stripes **MUST** be above the diagonal red stripes. On the side furthest from the flagpole, the white stripes that run diagonally should be thinner on the top of the red stripe, and thicker below the red stripe. This applies to both white stripes on the side furthest from the flagpole

LOWERING FLAGS

Flags are lowered as a sign of respect for national or local occasions. Such instances are:

1. Death of the ruling sovereign

2. On the day the authority is informed of the death of a current Councillor and again on the day of the funeral.
3. On other occasions of significance at the discretion of the Chair

CEREMONIAL FLAG RAISING

On occasion as a mark of respect a dignitary may wish to raise or lower a flag as part of a service or event held at the Town Hall.

If planned changes to the flag are due on a weekend, the flag may be erected on the Friday (Thursday if Friday is a Bank-Holiday) and taken down on the Monday (Tuesday if Monday is a Bank Holiday).

INCLEMENTAL WEATHER

In the event of forecast storms, the flags atop the Town Hall will be lowered to reduce the risk of damage or injury to persons below. Dependent on the severity of the predicted storm the flags can remain aloft.

Storms are determined as official Met Office weather warnings or forecast wind speeds over 30mph for a prolonged period.

END OF POLICY