

Lewes
Town
Council

Draft Flag Flying Policy

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Replaces N/a

Policy Maker Lizzie Zeyfert, All Saints Centre Manager

Responsibility Council

Resolution Number 8.a

Review Cycle Every 3 years

This information pack contains:

Flag Flying Policy
Policy Number 3
Procedure 2

1. Introduction

Flags are a very traditional way of expressing joy and pride and at times sadness or support. They are emotive symbols which can boost local and national identities and strengthen community cohesion.

Flying of flags supporting significant causes and marking events demonstrates the unity and diversity of the town and symbolises the values associated with the Council.

2. Policy statement

Lewes Town Council recognises the role that flag flying can play and undertakes to fly flags in accordance with this policy.

3. Policy aim

This policy sets out an agreed flag flying protocol and lists the flags that will be flown on the Town Hall flagpole.

4. Procedures and guidance

In 2012 the Government made changes to regulations which widen the types of flags you may fly in England.

The Government has produced a plain English guide to flag flying:

<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide/flying-flags-a-plain-english-guide>

The Government has also produced guidance on flying the Union Flag for UK government buildings: <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

4.1 The Union Flag

4.1.1 The national flag of the United Kingdom is the Union Flag. UK government buildings are now encouraged to fly the Union Flag all year round, however this is optional.

4.1.2 The Union Flag will be flown at full mast on the Town Hall on the days approved by Council except for dates when it is flown at half-mast or when the mast may be used for other days agreed by Council.

4.1.3 The Union Flag will be flown at half-mast on the death and funeral of the Sovereign, a senior member of the Royal Family, the Prime Minister or any other dignitary as advised by the UK Government.

4.1.4 The Union Flag flying days will take precedence over any other flag.

4.1.5 The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left hand side of the Flag nearest the flag pole.

4.2 Local Arrangements

4.2.1 The Town Council has agreed a calendar of flag flying days which can be found at appendix 1.

4.2.2 In addition to the calendar the following local arrangements will apply:

- The Lewes Flag may be flown on the days of Full Council Meetings including the Annual Meeting of the Council and Ceremony of Mayor Making.
- The Lewes Flag will be flown at the day of the funeral of a Mayor of the Council and a Member of the Council.
- The Lewes Flag will be flown at half-mast on the day of the funeral of a Member of Parliament, a Past Mayor and a former Member of the Council.

4.2.3 The Town Clerk may issue advice on occasions when additional unexpected flag flying is required.

4.3 Protocol

4.3.1 Flags are normally flown from sunrise to sunset. This can be adjusted in the summer so that they are flown from 08:00 to 21:00.

4.3.2 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.

4.3.3 When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise before it is lowered at sunset it should first be hoisted right up and then lowered back down.

4.4 Publicity

The flying of certain flags, or occasions where flags are flown at half-mast, will always be accompanied by an appropriate statement on the Council's website and social media and where required a press release.

4.5 Condition of Flags

All flags will be of a standard size, in good condition, unsoiled and stored folded and separately in plastic bags, and treated with the dignity they deserve. To fly a flag which is in poor repair or dirty is to show disrespect for the nations or organisations that it represents. Any unusable flags will be cut up and disposed of respectfully.

4.6 Purchasing of new or replacement flags

When purchasing new or replacement flags, we need to consider the quality as it needs to be able to withstand all weather conditions from on top of the flagpole.

Previous, good quality, flags have been purchased at Mrflag.com.

Replacement flags, made of polyester, are between £75 and £200 depending on the size. They also offer a Rhyfelwyr polyester, which is more expensive.

We currently do not have a flag budget. This needs to be considered when looking to buy new flags and replacing old ones.

Maintenance of the flagpole and rope currently comes out of the Town Hall budget.

When purchasing new flags Full Council must agree on the flag and the date/s it will be flown. Before suggesting a new flag, the person proposing the new addition must check dates of existing flags and request similar lengths of flying time to the other flags.

4.7 Flags possessed by Lewes Town Council:

- Union Flag
- Lewes Town
- St George's
- Commonwealth
- Royal Sussex Regiment
- Pride
- Black History Month
- Armed Forces Day
- Ukranian
- NHS
- Sussex
- White Ribbon Flag





4.8 Further Information







Further information on flag flying can be found at:

naco.uk.com/assets/Uploads/flagprotocol.pdf

flaginstitute.org/wp

Lewes town council flag flying days

Date	Celebration	Flag to be flown	Further Information
January			
February			
First and last day of the month	Pride History Month		Agreed by Council.
March			
Second Monday	Commonwealth Day		Central Government flag flying day
April			
9	His Majesty's Wedding day		Central Government flag flying day
23	St George's Day		Central Government flag flying day

May			
6	Coronation Day		Central Government flag flying day
14	Battle of Lewes		Agreed by B&A committee
Second or third Thursday	Mayor Making		Agreed by LTC
June			
First and last day of the month	Pride Month		Agreed by LTC
16	Sussex Day		Agreed by LTC
17	Official Birthday of His Majesty The King		Central Government flag flying day

21	Birthday of The Prince of Wales		Central Government flag flying day
last Saturday	Armed Forces Day		Agreed by LTC
July			
5	NHS Thank You Day		Agreed by B&A committee
August			
17	Birthday of the The Queen Consort		Central Government flag flying day
First Friday Saturday Sunday	Pride in Brighton & Hove		Agreed by LTC
September			
Second Saturday	Royal Sussex Regiment Association Dinner in Town Hall		Agreed by B&A committee
8	His Majesty's Accession		Central Government flag flying day
October			
First and last day of the month	Black History Month		Agreed by LTC
November			
11	Armistice Day		Half mast
Second Sunday	Official Remembrance Sunday		Half mast Central Government flag flying day
14	Birthday of His Majesty The King		Central Government flag flying day
25	Domestic Violence awareness		for 16 Days. Agreed at Full Council on 16.11.23