

Document 6.8

FLAG FLYING POLICY

Adopted 27 March 2017
Review by March 2019

1. **INTRODUCTION**

Following the publication of the White Paper, The Governance of Britain: Constitutional Renewal (CM 7342-1), and the Consultation Analysis Document (CM 7342-3) on 25 March 2008, the Government has decided to give UK Government Departments and Local Authorities the freedom to fly the Union Flag on their buildings whenever they choose to. Hertford Town Council has approved the standard 15 flag flying days as shown below and will consider other dates as appropriate:

20 January	Birthday of The Countess of Wessex
6 February	Her Majesty's Accession
19 February	Birthday of The Duke of York
8 March	Commonwealth Day (second Monday in March)
10 March	Birthday of The Earl of Wessex
21 April	Birthday of Her Majesty The Queen
9 May	Europe Day
2 June	Coronation Day
10 June	Birthday of The Duke of Edinburgh
12 June	Official Celebration of Her Majesty's Birthday
17 July	Birthday of The Duchess of Cornwall
15 August	Birthday of The Princess Royal
14 November	Remembrance Day (second Sunday, see note 1)
14 November	Birthday of The Prince of Wales
20 November	Her Majesty's Wedding Day
Notes:	
	1 Flags should be flown at full mast all day.

2. **PROTOCOL FOR FLAG FLYING**

2.1 The Union Flag is to be flown at full mast on civic buildings (together with other flags where in accordance with the protocol, for example the Cross of St George being flown on St George's Day).

2.2 **Death and Funeral Commemoration**

The Union Flag will be flown at half mast (from 8am until sunset) on the following occasions across all buildings unless stated otherwise:

1. Death of The Sovereign – from announcement of death to day of the funeral except on Proclamation Day when the flag will be hoisted to full mast from 11am until sunset. (See separate Protocol 6.13)
2. Death of a member or near relative of the Royal Family or the funeral of members of the Royal Family – subject to special command from Her Majesty. (See Separate Protocol 6.13)

3. The funerals of Prime Ministers and former Prime Minister – subject to special command from Her Majesty.
 4. The funerals of Foreign Rulers - subject to special command from Her Majesty.
 5. Death of a Lord Lieutenant or Deputy Lieutenant of Hertfordshire – day of funeral.
 6. Death of a serving Mayor, Mayoress, Consort, Deputy Mayor or Deputy Mayoress - day death and day of funeral.
 7. Death of a serving Member of Hertford Town Council – day of death and day of funeral.
 8. Death of a former Member of Hertford Town Council and former Mayor or Mayoress of Hertford – day of death and day of funeral.
 9. Death of a former Member of the predecessor Borough Council (including former Mayor, Mayoress or Consort) – day of death and day of funeral.
 10. Death of an Honorary Freeman of the town of Hertford – day of death and day of the funeral.
 11. Death of an Honorary Freeman of the predecessor Borough – day of funeral.
 12. Death of a serving Town Clerk of Hertford Town Council – day of death and day of funeral.
 13. Death of a retired Town Clerk of Hertford Town Council or a predecessor council – day of the funeral.
 14. Death of a serving or former Member of Parliament – day of funeral.
 15. Death of armed forces personnel who were residents of the parish killed on active service – day of the announcement of death and on the day of the funeral.
 16. Death of a serving Chief Constable of Hertfordshire Constabulary, Hertfordshire Chief Fire Officer or a serving Hertford Police Commander – day of funeral.
- 2.3 On special flag flying days/civic occasions (e.g. St George's Day) when the flying of flags coincide with days for flying flags at half-mast, the following rules are observed.

Flags are flown at full mast:

- Although a member of the royal family, or a near relative of the royal family, may be lying dead, unless special commands are received from the Queen to the contrary.
- Although it may be the day of the funeral of a foreign ruler

3. Civic Occasions

1. Twinning exchange visits – Union Flag and National Flag of visiting twin town to be flown (or displayed where suitable vertical poles not available) during the period of the visit
2. St George's Day (23rd April) – the Cross of St George to be flown from 8am until sunset.

3. Mayor Making, Castle events and other such notable occasions – the Hertford Flag to be flown from 8am until sunset.
4. Armed Forces Day – Armed Forces Day flag to be flown from 8am until sunset.

4. Other Occasions

The Union Flag or Hertford Flag may be flown at full or half mast on other occasions at the discretion of the Town Clerk, in consultation with the Leader of the Council.