



HELMDDON PARISH COUNCIL FLAG POLICY



1. The Council owns a flag pole on the war memorial green.
2. The Council may at any time and at its sole discretion decide on the use of the flag pole and the flags it flies within the constraints of this policy. Nevertheless, it will endeavour to settle an Annual Flag Plan (appendix A) at the March parish council meeting. This plan will include the intended dates for flying flags and the flags to be flown.
3. At the Annual Meeting of the Parish Council in May, a volunteer Flag Master and Deputy Flag Master will be appointed. The primary duty of the Flag Master will be to oversee the safe operation of the flag pole (including proper maintenance), to fly flags according to the Annual Flag Plan, to manage the quality and condition of the flags and to liaise with parish residents and bring any issues concerning the flags to the Chairman and Council.
4. In the absence of the Flag Master, the Deputy Flag Master may do anything the Flag Master may do.
5. The Union Flag will be flown at half-mast at times of national mourning or at times of disaster which, in the opinion of the Chairman of the Council and Flag Master, merit this.
6. Flags will not be flown during severe weather e.g. (predicted winds in excess of 45mph).
7. Flags may only be hoisted by persons authorised by the Council.
8. Flags will be kept at the home of the Flag Master (or Deputy Flag Master). Keys to the flag pole will be held by the Flag Master, Deputy Flag Master, Chairman of the Council and Clerk to the Council.
9. All flag-flying will comply with the national rules and regulations in force, without exception.¹
10. This policy will be reviewed on an annual basis.

Signed: _____ (Chairman)

Date: 26th July 2017

Date of next review: July 2018

¹ <https://www.flaginstitute.org/wp/british-flags/flying-flags-in-the-united-kingdom/british-flag-protocol/>



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APPENDIX A – ANNUAL FLAG PLAN

The **Union flag** can be flown on the following dates:

- 9 January Birthday of the Duchess of Cambridge
- 20 January Birthday of the Countess of Wessex
- 6 February Her Majesty's Accession
- 19 February Birthday of the Duke of York
- 1 March St David's Day
- 10 March Birthday of the Earl of Wessex
- 13 March Commonwealth Day (second Monday in March)
- 21 April Birthday of Her Majesty the Queen
- 2 June Coronation Day
- 10 June Birthday of the Duke of Edinburgh
- 17 June Official celebration of Her Majesty's birthday (date varies)
- 21 June Birthday of the Duke of Cambridge
- 24th June Armed Forces Day
- 17 July Birthday of the Duchess of Cornwall
- 15 August Birthday of the Princess Royal
- 14 November Birthday of the Prince of Wales
- Remembrance Sunday – to be flown at half-mast.
- 20 November Her Majesty's Wedding Day
- 30 November St Andrew's Day

The **Cross of St George** flag will be flown on St George's Day: 23 April

The **Northamptonshire County** flag will be flown on Northamptonshire County Day: 25th October

Other Flags

At present the Northamptonshire County flag will fly at all other times.

If in the future the Parish Council chooses to adopt a Village flag, it could be flown for civic occasions in the Parish or to celebrate local events at the discretion of the Chairman.