

# Thame Town Council

## Flag Flying Policy

### 1. General

The Council has two flag poles. One situated at the Memorial Gardens and one situated outside the Town Hall.

### 2. Flag Pole at the Memorial Gardens

The Union Flag will fly continuously, other than during the launch of the Poppy Appeal until Remembrance Day, when the Royal British Legion Remembrance Flag will be flown.

### 3. Flag Pole outside the Town Hall

#### 3.1 Union Flag

The Union Flag will be flown in accordance with the the dates for the flying of the Union Flag as designated by the Department for Culture, Media and Sport as follows:

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  
10 March - Birthday of the Earl of Wessex  
21 April - Birthday of Her Majesty the Queen  
2 June - Coronation Day  
10 June - Birthday of the Duke of Edinburgh  
Second Saturday in June - Official celebration of Her Majesty's birthday  
21 June - Birthday of the Duke of Cambridge  
17 July - Birthday of the Duchess of Cornwall  
15 August - Birthday of the Princess Royal  
Second Sunday in November - Remembrance Day  
11 November – Armistice Day  
14 November - Birthday of the Prince of Wales  
20 November - Her Majesty's Wedding Day

3.2 Dates will be checked annually against the list issued by the Department for Culture, Media and Sport and updated accordingly.

3.3 The Union Flag will also be flown to mark historical events relevant to a particular year pre agreed by Council.

- 3.4 Should a significant occasion conflict with a Union Flag flying day, the Union Flag should take precedence.
- 3.5 The Union Flag should be hoisted FULL MAST, raised in the morning and lowered in the evening.
- 3.6 **Links with Countries**  
Europe Day - 9 May (Europe Flag)  
Commonwealth Day – second Monday in March (Commonwealth Flag)
- 3.7 **Links with the United Kingdom**  
St George’s Day - 23 April (St George’s Flag)
- 3.8 **Armed Forces / Services**  
Armed Forces Day – last Saturday in June – can extend to a week (Armed Forces Day Flag)  
Merchant Navy Day – 3 September (Red Ensign)  
Freedom Parade – Date and year as agreed by Council (Flag as appropriate).
- 3.9 **County Flag of Oxfordshire**  
St Frideswide Day – 19 October (The Oxfordshire Flag)
- 3.10 **Remembrance in November**  
Royal British Legion Remembrance Flag - flown from the launch of the Poppy Appeal until Remembrance Day when the Union Flag shall be flown.
- 3.11 **Town Flag**  
The Town Flag will be the default flag flown when there is no other requirement. The storm flag version will be flown at the discretion of the Asset Manager.
- 3.12 **Town Twinning**  
The relevant national flag will be flown when Thame receives visitors from countries with whom Thame is twinned. Thame is twinned with Montesson, France and Sinaia, Romania.
- 3.13 **Matters not covered by this policy**  
Ad hoc request to fly flags that are not covered by this policy (or occasions where the Union Flag is to be flown at half-mast) will be determined by the Town Clerk in consultation with the Mayor. In cases where a particular flag will need to be purchased (e.g. as a welcome to overseas visitors) then requestor will need to give adequate notice and if agreed to be flown, the Town Clerk has the authority to purchase an appropriate flag funded by General Reserves.

## **4 Both Flag Poles**

### **4.1 Marking the Death of a Senior National Figure**

On receiving the formal announcement by Buckingham Palace or Downing Street, the Town Clerk will authorise the Union Flag outside the Town Hall and in the Memorial Gardens to be lowered to half-mast\*\*. The Union flag will fly in line with the agreed action plan within the Marking the Death of a Senior National Figure Policy.

\*\* Half-mast – 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 mast. When flag is 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. When the flag is lowered from the half-mast position, it should be raised to the top of the mast for a second before being fully lowered.