

Thame Town Council

Flag Flying Policy

Approved by Community Services Committee – minute ref: Item 6, Community Services 11 November 2025.

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 dates for the flying of the Union Flag as designated by the Department for Culture, Media and Sport as follows: <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

9 April – His Majesty’s Wedding Day
6 May – Coronation Day
17 July – Birthday of The Queen Consort
21 June - Birthday of The Prince of Wales
8 September – His Majesty’s Accession
Second Sunday in November - Remembrance Day
11 November – Armistice Day
14 November - Birthday of His Majesty The King

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 the following morning or (Friday afternoon), should the date to be recognised fall during the weekend, the flag will be flown from the Friday afternoon until the Monday Morning.

3.6 If the Union Flag is to be left up overnight protocol¹ dictates that it must be illuminated.

3.7 Links with Countries

Commonwealth Day – second Monday in March (Commonwealth Flag)
Ukraine Flag – Flown in consultation with the Mayor or Town Clerk.

3.8 Links with the United Kingdom

St George's Day - 23 April (St George's Flag)

3.9 Rainbow Flag

Pride – 1 week in the month of June

3.10 National Health Service

NHS Flag – 5 July

3.11 Armed Forces / Services

Armed Forces Day – last Saturday in June for 1 week (Armed Forces Day Flag)

Merchant Navy Day – 3 September (Red Ensign)

Freedom Parade – Date and year as agreed by Council (Flag as appropriate).

3.12 County Flag of Oxfordshire

St Frideswide Day – 19 October (The Oxfordshire Flag)

3.13 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.

3.14 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 Operations Manager.

¹ <https://www.flaginstitute.org/wp/wp-content/uploads/2024/07/Flying-Flags-in-the-United-Kingdom.pdf>

3.15 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.

3.16 Weather conditions

Wind speeds up to 30mph Normal Flag can be flown, for wind speeds up to 40mph a Storm flag can be flown (union flag/Town Flag). Wind speeds over 40mph no flag will be flown outside the Town Hall.

3.17 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 Procedure.

** 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.