



Kidsgrove Town Council Flag

Flying Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	24 th July 2025
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Scheduled Review	July 2027

The purpose of this policy

As a civic body, Kidsgrove Town Council wishes to adhere to established protocol when it comes to flying flags from its flagpole at the Town Hall.

Flags have come to symbolize recognition and respect for national events, memorials and occasions. In addition, they can be used to show support and solidarity for causes the Council wishes to promote.

Adhering to this policy will ensure that appropriate respect, dignity and support are observed at all times.

1) Flying the Flag

- a) In Kidsgrove, the civic flagpole is located at the Town Hall
- b) Flags may be flown on every day of the year
- c) Flags will be flown at day and night.
- d) The following flags will be flown – the Union Flag, the flag of St George, Kidsgrove Town flag and such other flags as may be approved by the Council.
- e) The Union flag will be flown unless there is a reason to fly a different flag.
- f) The Kidsgrove Town Flag will be flown on occasions approved by the Council – such as during festivals, community events and civic occasions
- g) Kidsgrove Town Council will fly the flag of St George for a week in April to commemorate St George's Day.
- h) Such other flags will be flown to show the Council's support during appropriate times or on nominated occasions.
- i) Flags will be flown at full mast on the following occasions:
 - (i) Armistice Day (11th November)
 - (ii) Remembrance Sunday
 - (iii) The birthday of The Sovereign (currently 14th November)
 - (iv) The Official Birthday of The Sovereign

2) Flags at Half-mast

- a) 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.
- b) When a flag is to be 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.
- c) When a flag is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.
- d) Flags should be flown at half-mast on the following occasions:

- i) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
 - ii) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
 - iii) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case
 - iv) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
 - v) Any other occasions where the Sovereign has given a special command.
- 3) The above covers Royal and national mourning, but flags may be flown at half-mast on private or non-government buildings on other relevant local occasions. Kidsgrove Town Council will follow the Government's guidance with regard to when it is relevant to fly the Union flag at half - mast on other national occasions.
 - 4) The Council will fly Kidsgrove Town flag at half-mast to commemorate the death of Councillors, ex Councillors and other civic dignitaries. Please refer to the Civic Protocol for the procedures to be followed on these occasions.
 - 5) The Council will fly the Holocaust Memorial Day flag at full mast on Holocaust Memorial Day, 27th January, each year.
 - 6) Adverse weather conditions. Flags must be taken down in adverse weather conditions – i.e. if flying a standard flag and wind speeds are expected to exceed 30MPH.
 - 7) The Flagpole should be inspected at least annually.

******Dates below are for guidance only and can be changed and altered******

Date	Occasion	Flag
27 th January	Holocaust Day	Holocaust Flag
March (2 nd Monday)	Commonwealth Day	Commonwealth
March 1st	St David's Day	Welsh Dragon
March 17 th	St Patrick Day	Flag of Ireland
April 23 rd	St George's Day	St George Cross
May (variable)	Mayor Making	Town Flag
June	Pride	Rainbow
June 14 th	Official birthday of current sovereign.	Union
June (variable)	Armed Forces Day	Armed Forces Flag/Union Flag
November 11th	Armistice Day	Union Flag
November (2 nd Sunday)	Remembrance Sunday	Union Flag
November 30 th	St Andrews Day	St Andrews Flag
14 th November (currently)	Sovereign Birthday	Union Flag

