



# **WROUGHTON & WICHELSTOWE PARISH COUNCIL**

## **FLAG FLYING POLICY**

Issue Date: June 2026

Review Date: May 2027

Version: 2 (Shortened from 1.2)

## 1. Purpose

This policy sets out the arrangements for flying flags at the Ellendune Community Centre, Barrett Way, Wroughton and or any other parish council managed building.

The Council recognises that flags are important national and civic symbols and should be displayed respectfully, appropriately, and in accordance with Government guidance and Flag Institute protocols.

## 2. General Principles

2.1 Flags flown by the Council must be displayed in a dignified manner and maintained in good condition.

2.2 The Council will not fly any flag associated with a political party, political campaign, religious organisation, or any cause that could reasonably be regarded as political or divisive.

2.3 The Council will normally fly only:

- The Union Jack Flag
- The Cross of St George (England Flag)
- The Armed Forces Day Flag
- Any approved guest flag under Section 5

2.4 Flags will normally be flown between 9.00am and 4.00pm, or where practical until the next working day.

2.5 Flags will not be flown during severe weather conditions or when maintenance is required.

## 3. Annual Flag Flying Dates

The Union Flag will normally be flown on the following designated days:

| Date        | Occasion                                  |
|-------------|-------------------------------------------|
| 9 March     | Commonwealth Day                          |
| 23 April    | St George's Day                           |
| 6 May       | Coronation Day                            |
| 13 June     | Official Birthday of His Majesty The King |
| 21 June     | Birthday of HRH The Prince of Wales       |
| 27 June     | Armed Forces Day                          |
| 17 July     | Birthday of Her Majesty The Queen         |
| 8 September | Accession Day                             |
| 8 November  | Remembrance Sunday                        |
| 14 November | Birthday of His Majesty The King          |

The Council will automatically adopt any future changes to official Government-designated flag flying days.

## 4. Specific Flags

### 4.1 Union Flag

The Union Flag is the Council's principal flag and will normally be displayed on designated national occasions.

### 4.2 Cross of St George

The Cross of St George shall be flown on St George's Day.

#### 4.3 Armed Forces Day Flag

The Armed Forces Day Flag shall be flown on Armed Forces Day each year.

#### 5. Guest Flags

5.1 Requests to fly a guest flag must be submitted in writing to the Council.

5.2 The Council may approve a guest flag where it:

- Marks a significant international, national or local occasion;
- Demonstrates civic support, remembrance or respect;
- Reflects the values of Wroughton Parish Council; and
- Does not conflict with this policy.

5.3 No guest flag will be approved if it is political, religious, commercial, or likely to cause division within the community.

5.4 Authority to approve guest flags may be delegated to the Clerk in consultation with the Chairman however where possible agreed by members of the Finance & General Purposes Committee.

#### 6. Flying Flags at Half-Mast

The Union Flag may be flown at half-mast:

- Following the death of the Sovereign;
- Following the death of a member of the Royal Family;
- Following the death of a serving or former Prime Minister;
- Following the death of a serving member of the Armed Forces from Wroughton;
- During periods of national mourning or as directed by Government guidance.

When flown at half-mast, the flag should be positioned approximately two-thirds up the flagpole in accordance with recognised flag protocol.

#### 7. Review

This policy shall be reviewed annually by Wroughton & Wichelstowe Parish Council or sooner if required by changes in legislation or Government guidance.

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#### Policy Review

Register of review and amendments

| Date      | Description | Page Number | Committee |
|-----------|-------------|-------------|-----------|
| May 2026  | Issue       | All         | FC        |
| June 2026 | Issue       | All         | F&GP      |