



HELMDON PARISH COUNCIL

FLAG POLICY



The Council owns a flagpole on the War Memorial green. The Council may at any time and at its sole discretion decide on the use of the flagpole and the flags it flies within the constraints of this policy:

- 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 flagpole (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 Chair and Council.
- In the absence of the Flag Master, the Deputy Flag Master may do anything the Flag Master may do.
- The Union Flag will be flown at half-mast¹ at the following times:
 - a. 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.
 - b. 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.
 - c. 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.
- 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 Chair of the Council and Flag Master, merit this.
- Flags will not be flown during severe weather e.g. (predicted winds in excess of 45mph).
- Flags may only be hoisted by persons authorised by the Council.
- 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, Chair of the Council and Clerk to the Council.
- All flag-flying will comply with the national rules and regulations in force, without exception.²

¹ 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. 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. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

² <https://www.flaginstitute.org/wp/british-flags/flying-flags-in-the-united-kingdom/british-flag-protocol/>



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- 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 Chair.

Remembrance

The parish council may install decorations to commemorate Remembrance Sunday including but not limited to a Silent Tommy Statue and lamppost poppies. Such decorations will be put out no earlier than 1 November and shall be removed no later than 30 November. Any poppy wreaths laid on the War Memorial on Remembrance Sunday shall be removed no later than 30 November.

This policy will be reviewed on an annual basis.

Adopted at a meeting held on 22nd January 2025

Date of next review – Jan 2026



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APPENDIX A – ANNUAL FLAG PLAN

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

- 1st March St David's Day
- 10th March Commonwealth Day (second Monday in March)
- 17th March St Patrick's Day
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- 9th April His Majesty The King's Wedding Anniversary
- 6th May Coronation Day
- 15th June Official birthday of His Majesty The King
- 21st June Birthday of HRH The Prince of Wales
- 17th July Birthday of Her Majesty The Queen
- 8th September His Majesty The King's Accession
- Remembrance Sunday – to be flown at half-mast
- 14th November Birthday of His Majesty The King
- 30th November St Andrew's Day

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