



## Flag Flying Policy

**1. Purpose** This policy establishes the guidelines for flying flags at Chipping Norton Town Council. It outlines the standard practices, designated responsibilities, and procedures for raising and lowering flags on the Millennium Garden flagpole, ensuring that flag-flying activities align with national requirements and community expectations.

### **2. Standard Flag Flying Procedure**

- **Timeframe:** Flags will typically be raised at 10:00 AM and will remain flying for 24 hours. If the 24-hour period extends into a weekend or public holiday, flag flying will depend on the availability of staff.
- **Default Flag:** The Union Flag will be flown on all other days, including designated national days as well as other specified occasions, taking precedence over other flags.

### **3. Authority and Delegation**

- The Mayor and Town Clerk have the delegated authority to make decisions regarding the flying of one-off flags for special events or minor adjustments to the standard flag-flying schedule, provided these decisions are within the scope of this policy.
- Decisions involving one-off flags or time changes will be communicated to the relevant committee or council body in a timely manner.

### **4. Requesting Flag Flying**

- Requests to fly a flag other than the Union Flag must be submitted in writing to the Council. Such requests will be reviewed and approved by the relevant committee or the Full Council.
- The Council reserves the right to refuse any flag-flying request, especially if the request is politically motivated, could bring the Council into disrepute, or if it is not in keeping with the Council's politically neutral stance. The decision of the Council on such matters is final.
- The Council will not bear the cost of purchasing flags for third parties. Approved requests may proceed if the applicant provides the flag according to the specified standards.

### **5. Flag Maintenance**

- Flags provided for one-off events can be stored by the Council, but the Council accepts no responsibility for long-term wear and tear or for replacing the flag.

### **6. Policy Review and Amendments**

- This policy will be reviewed periodically to ensure its alignment with current national guidelines and community needs. Any amendments to this policy will be made with the approval of the Finance and Resources Committee.

### **7. Implementation**

- A calendar noting all national and special flag-flying days will be maintained and reviewed regularly to ensure compliance with this policy.

### **8. Budget**

- A modest budget may be allocated for the purchase of new flags as necessary, subject to Council approval.