

**WILTON TOWN COUNCIL**

*Ancient Capital of Wessex*

*Town Clerk*

*Tel: 01722 742093*

*Email: [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk)*



*Council Offices*

*Kingsbury Square*

*Wilton*

*Salisbury*

*Wilts SP2 0BA*

*[www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)*

# **WILTON TOWN COUNCIL**

## **Flag Flying Policy**

Originally adopted on 10<sup>th</sup> November 2018, Minute reference

Revised Policy adopted on

Review date July 20.

### **The purpose of this policy**

As a civic body, Wilton Town Council wishes to adhere to established protocol when it comes to flying flags from its flagpole in the Market Square.

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 Wilton, the civic flagpole is located in the Market Square.
- 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, Wilton 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 Wilton Town Flag will be flown on occasions approved by the Council – such as during festivals, community events and civic occasions
- g) The 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 14<sup>th</sup> 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. The 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 the 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.