



## **MALVERN TOWN COUNCIL**

# **FLAG FLYING POLICY**

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### 1. Introduction

- 1.1. Malvern Town Council manages two main flag poles within the town. One on the front of the Town Council offices on Belle Vue Terrace and the other in the grounds of Malvern Library.
- 1.2. For the purposes of this policy, the National Flag of the United Kingdom will be referred to as the Union Flag.

### 2. Scope of this policy

- 2.1. Council-owned flag poles will fly the Union Flag at full mast as standard.
- 2.2. Flags to be included as part of the annual calendar will include:
  - i. The Commonwealth flag
  - ii. The Cross of St George
  - iii. The Armed Forces Day flag
  - iv. The Merchant Navy flag
  - v. The Pride flag
  - vi. National flags for the towns of Mariánské Lázně and Bagnères-de-Bigorre
- 2.3. The Union flag shall always be flown the correct way up. Therefore, in the half of the flag nearest the flag pole, the wider white diagonal stripes must be above the red diagonal stripes.
- 2.4. Flags will not be flown in a worn or damaged condition which could show disrespect to those they represent.
- 2.5. The Union Flag may be flown at half-mast to mark the following occasions:
  - i. On the death/funeral of the Sovereign
  - ii. On the death/funeral of another senior member of the Royal Family
  - iii. On the death/funeral of the Prime Minister or ex-Prime Minister
  - iv. On the death/funeral of a member of the council or a former Mayor
  - v. At the discretion of the Town Clerk, Mayor and Deputy Mayor to mark an occasion of national mourning where British lives have been lost

- 2.6. When flying the Union Flag at half-mast, it will be flown two-thirds of the way up the flag pole with at least the height of the flag between the top of the flag and the flag pole where possible.
- 2.7. The Council shall not allow the use of flags for political purposes or for the purposes of advertising.
- 2.8. Delegations to consider requests outside of the agreed flag list will be given to the Town Clerk who may call a meeting of the Emergency Decision Making Group should any contentious issues arise.