

**Otley Town Council**

**Policy & Resources Committee**

**Date: Monday 15<sup>th</sup> June 2015**

**Subject: Flag Flying**

**Report By: Executive Officer**

**1. Purpose of Report**

**1.1** To advise Members of the proposed flag flying policy.

**2. Background**

**2.1** The flagpole in Manchester Square is in the ownership of Leeds City Council but the raising of flags has always been within the remit of the Town Council. The previous flagpole was able to be accessed by Town Council staff so the raising of the various flags was not an issue. However, the new flagpole mechanism is unable to be accessed by Town Council staff and instructions have to be issued to LCC staff to raise the various flags.

**2.2** This does not appear to be an issue for LCC staff however it would be helpful if we were able to give precise dates for flag flying days.

**3. Official Flag Flying Days**

**3.1** The designated flag flying days when the Union Flag **may** be flown are listed below;

- 9 January      Birthday of the Duchess of Cambridge
- 20 January     Birthday of the Countess of Wessex
- 6 February     Her Majesty's Accession
- 19 February    Birthday of the Duke of York
- 9 March        Commonwealth Day (second Monday in March)
- 10 March       Birthday of the Earl of Wessex
- 21 April        Birthday of Her Majesty the Queen
- 23 April        St George's Day (in England only, see note A)
- 9 May          Europe Day (see note B)
- 2 June          Coronation Day
- 10 June         Birthday of the Duke of Edinburgh
- 13 June         Official celebration of Her Majesty's birthday
- 21 June         Birthday of the Duke of Cambridge
- 17 July         Birthday of the Duchess of Cornwall
- 15 August      Birthday of the Princess Royal

- 8 November Remembrance Day (second Sunday in November, see note C)
- 14 November Birthday of the Prince of Wales
- 20 November Her Majesty's Wedding Day

A: Where a building has two or more flag poles the appropriate national flag may be flown in addition to the union flag but not in a superior position.

B: Where the European flag is flown on this day, the Union Flag should fly alongside the European flag and, on UK government buildings that only have one flagpole, the Union Flag should take precedence.

C: Flags should be flown at full mast all day.

**3.2** The Council is also in possession of a Yorkshire Flag, French flag, German flag and, after a kind donation by a local resident – a Town Council flag bearing the towns Coat of Arms. It is the intention that these will be flown throughout the year on specific dates as identified in the attached policy.

**3.3** It is suggested that it may be appropriate to have the Town Flag formally donated with a gathering at the Flag Pole.

#### **4. Legal and Financial Implications**

**4.1** There are no legal implications arising from this report

**4.2** There are no financial implications arising from this report.

#### **5. Sustainability**

**5.1** The report is compliant with Aalborg.

#### **6. Recommendations**

**6.1** It is recommended that the Policy & Resources Committee

- I. approve the attached flag flying policy
- II. indicate whether they wish to have a formal presentation of the new Town Council flag at Manchester Square.

# Otley Town Council



**Resource Centre**

## **Flag Flying Policy**

**Date Approved:**

**Revision Date:**

## **Otley Town Council Flag Flying Policy Statement**

The Union Flag will be flown from the flagpole on the following dates:-

- 21st April (Queen's birthday)
- 23rd April (St George's Day)
- 13<sup>th</sup> June (official celebration of Queens birthday)
- 11th November (Remembrance Day)
- Death of a member of the Royal family - Union Flag at half-mast.

In addition to the above dates flags may be flown on the following days:

- Otley Show (Town Council flag)
- Otley Cycle Race (Town Council flag)
- Otley Food & Drink Festival (Town Council flag)
- Yorkshire Week (Yorkshire flag)
- Christmas Lights (Town Council flag)

Other occasions as agreed by Committee or Executive Officer.