

# Cromer Town Council



## Policy for Flying of Flags

September – 2013

Last reviewed February 2019

# **Cromer Town Council**

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### **Background**

Cromer Town Council has responsibility for two flagpoles. - the pole at North Lodge and the flagpole in the grounds of the Parish Church.

For many years Cromer Town Council and other authorities have flown various flags from the flagpole at North Lodge. Recent councils failed to invest in the necessary maintenance of the flagpole and in 2012, the entire wooden pole had to be replaced as it was beyond repair.

Due to a delay in transport, a temporary flagpole was put in place in order that Cromer Town Council could fly the three appropriate flags for the celebration of HM the Queens' Diamond Jubilee.

A few weeks after the Diamond Jubilee celebrations had concluded, the installation of the current flag-pole took place. Similar to the original pole, it has a cross-arm which is also able to fly two flags. However, the cross-arm had to be removed due to flags being snagged and damaged.

### **Protocol for flag-flying**

There is a strict protocol for the flying of flags and it is dictated to a certain degree by the flagpole or building from which the flag or flags will be flown.

Officially, flags may be flown every day of the year but generally should only be flown from sunrise to sunset. If a flag is to be flown at night, it should be illuminated.

Regarding the flying of a national flag, no planning permission is needed (however, planning permission may be needed for the flagpole).

No flag should be flown when it is in a damaged or worn condition as it is regarded as being disrespectful to the Nation, Country, Town or Organisation it represents.

## **The Union Flag (Union Jack)**

The Union Flag shall at all times except when is to be flown at the same time as a Royal Standard shall take precedence over every other flag or ensign.

One of the most important factors to consider when flying the Union Flag of the United Kingdom is to ensure that it is flown correctly.

In the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe, as Scotland's St Andrew's cross takes precedence over Ireland's St. Patrick's cross. It is most improper to fly the flag upside down.

There are certain days when the Union Flag should be flown and this policy does not cover the birthdays of "minor" royals. On all days as listed in Appendix 1, the Union Flag should be flown. (See appendix).

Over the next twelve months there is an expectation that there will be additional events when the Union Flag should be flown. These are listed in the attached appendix.

## **Flags of the countries within the United Kingdom**

As a premier seaside resort, it is reasonable to acknowledge that Cromer receives guests from all over the four countries within the United Kingdom. To show our appreciation for these visitors and a statement of gratitude to these countries, it is proposed that the individual flags of Wales, Northern Ireland, England and Scotland are flown on their respective Saints' Days. (See appendix)

## **Flags of other Nations**

Flags of other nations should be flown where there is a link with the town and those countries; example of this is Bastille Day on 14-July as we have a twinning link with Crest in France. Furthermore, it would also be reasonable to fly the flag of the USA on 4-July to mark the special relationship that has existed with Norfolk and the United States since the Second World War. (See appendix).

## **Flags of other Towns and Organisations.**

Occasionally, the Town Council is approached by other communities or organisations to fly their flag to mark or commemorate their "special" day. An example of this is Armed Forces Day.

In 2013, Cromer Town Council resolved that in future the RNLI and the LGBT organisation have been given standing permission to fly their flag each year. Although they need to advise the Council of the date, they no longer need to ask permission beforehand thus saving time for the respective groups and Council. (See appendix).

## **Future Years**

Dates of days outlined in the appendix shall change and dates shall, in this group, shall be subject to discussion and agreement in future years.

## **Requests to fly flags**

Normally, all requests to fly flags shall be made in writing to the Town Council and will be delivered in sufficient time for

- i) The Promotions and Development Committee to consider prior to agreement at Full Council.
- ii) If the application is made after a Promotions and Development Committee meet, the request should be submitted to the Full Council for discussion and agreement.
- iii) If there is insufficient time for i) or ii), the Clerk (or Deputy) shall consult with the following Mayor / Deputy Mayor / Chairperson of Promotions and Development and one other Chairperson of either Strategy & Finance, Planning and Transportation or Works & General Committee to receive a consensus.
- iv) In an emergency such as the death of a national or local figure of importance, the Clerk shall consult with the Mayor, the Chairperson of Promotions and Development and one other Chairperson for a consensus. In implementing this policy, Cromer Town Council gives delegated authority to these members to make a binding decision on behalf of Council.
- v) In the event the Chairperson is not available or unable to make a decision, the Clerk shall have the power to contact the Vice-Chairperson of the same committee(s).

## **Supply of flags**

Cromer Town Council has a supply of flags including the Union Flag and the Town Flag. These will be used when appropriate and as agreed by this policy.

There will be occasions when other countries, groups or organisations will supply their own flag and to maximise the desired visual impact that is needed, it is suggested that the flag is no more than 8 feet x 5 feet.

Cromer Town Council or its' representatives cannot be held responsible for any loss or damage to any flag left with the Council however caused.

As the cost of some flags can be quite high, it is recommended that any individuals, groups, or organisations leaving their flag with Cromer Town Council ensure that it has sufficient insurance to cover all risks. Any flag that is to be left with Cromer Town Council must be supplied with all necessary eyelets already in place and clean and ironed.

A flag which is to be flown by Cromer Town Council must be left at the office of Cromer Town Council no less than 7 (seven) days before the requested day and will

be ready for collection no earlier than 3 (three) days after the last day the flag is flown.

Any repairs or laundering that is necessary after the flag has been flown is the sole responsibility of the owner.

### **Flying a flag at half-mast**

Either the Union flag or the Town flag may be flown at half-mast. The flag to be flown will depend on the status of the deceased individuals as to whether they are local or of national significance.

A flag at half-mast is flown exactly one flag's height down from its normal position, and no lower,

When hoisting a flag that is to be displayed at half-mast, it should be hoisted to the finial for an instant, and then lowered to half-mast.

Likewise when it is lowered at the end of the day, it is to be hoisted to the finial for an instant, and then lowered.

### **Training**

At present, flags are raised and lowered on the flag-pole at North Lodge by one volunteer. To ensure that flags are flown on time and just as importantly lowered on time, it is recommended that a list of volunteers is drawn up. Additionally, one elected member has taken responsibility for the flying of the Town Flag.

As previously mentioned, it is vital that anyone accepting this responsibility is aware of the full protocol involved with the flying of flags especially the Union flag.

## **Flagpole in the grounds of North Lodge**

This pole as it is outside the administrative building of Cromer Town Council should be seen as the primary flagpole of the authority.

From this flagpole should be flown the Royal Standard, the Union Flag, and Flags of Countries. (See appendix).

If the flagpole in the grounds of the Parish Church is not available (for example – over the Christmas period when it was used as a central support for a Christmas “tree”) consideration may be given to flying the Town Flag. However, the Union Flag must always take precedence.

The flag should not be raised before sunrise and should be lowered by sunset.

## **Flagpole in the grounds of the Parish Church**

Cromer Town Council also has a flagpole in the grounds of the Parish Church of Cromer. The flagpole has been used at Christmas time as a centre-pole for a Christmas “tree” for the town.

In November 2013 Cromer Town Council accepted a donation from Fox’s Funeral Services of Cromer to cover the cost of repairs to the flagpole in the Church grounds.

Since then, the flag pole has been available for individuals to “sponsor” for the day to mark special occasions.

This is done by payment of a £25.00 fee and in return, the Town Council will fly the Town flag for one specific day to commemorate a birth, a wedding or the arrival back in Cromer of an individual or family. Other reasons may also be considered but will be subject to a satisfactory response from the Town Council and may also be referred to the Parish Church. The only flag which will be flown for “sponsored” days is the flag of Cromer Town Council. No other flag will be flown under any circumstance.

The fee MUST be paid in full and in advance and will be allocated to the Mayor’s Charity Fund.

In the event of a birth or wedding, satisfactory evidence MUST be seen of the birth or impending marriage at the time of the request.

For Valentine’s Day, Mother’s Day and Father’s Day, joint and multiple sponsorship is available at £10.00 each.

In addition to the flying of a flag, Cromer Town Council will “tweet” on [www.twitter.com](http://www.twitter.com) an announcement giving the reason for the flying of the flag from the flagpole. If appropriate, a card may be sent from the Cromer Town Council offices to the sponsor or beneficiary of the flag-flying.

The Town Council reserve the right to reject or cancel an application to fly a flag if it coincides with a day when the flag is needed elsewhere or for any other reason. Additionally, if may be the case that in the interest of health and safety, a flag cannot be flown. In all cases, the maximum amount of refund will be limited to the fee paid.

The flying of the flag gives the sponsor no additional rights and is imperative that it is acknowledged that the flagpole is in the grounds of the Parish Church where the ground is consecrated and is a resting place for deceased residents of Cromer.

Cromer Town Council or the Parish Church accepts no responsibility for any errors, offence or omissions caused.