



## Keighley Town Council

### Flag Flying Policy

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#### APPENDICES

None

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#### 1. Introduction

1.1. Keighley Town Council maintains five main flag poles within the town. One is on the front of the Civic Centre, North Street and four in the Town Square.

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, St. George's Cross, Yorkshire Flag and Keighley Town Council's own flag at full mast as standard.

2.2. Flags to be included as part of an 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 Rainbow Flag
- vi. National Flags for the Town of Poix Du Nord (France) twinned with Keighley

2.3. The Union Flag must always be flown the correct way up. Therefore, in the half of the flag nearest the flagpole, 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. All Flags (although primarily the Union Flag) may be flown at half-mast to mark the following occasions:

- i. The death/funeral of the Sovereign
- ii. The death/funeral of another senior member of the Royal Family
- iii. The death/funeral of the Prime Minister or ex-Prime Minister
- iv. The death/funeral of a Member of the Council or a Former Mayor
- v. At the discretion of the Town Clerk, Town Mayor and/or Town 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 flagpole with at least the height of the flag between the top of the flag and the flagpole where possible

2.7 The Council will comply with the annual guidance produced by the Cabinet Office when considering when to fly flags from the Civic Centre Flagpole.

2.8. The Council shall not allow the use of flags for political purposes or for the purposes of advertising

2.9. Requests to fly any flag other than those in the agreed list above should be submitted to the Town Clerk for decision.