



Flag Flying & Logo Policy

1. Introduction

1.1 This policy sets out Crewkerne Town Council's policy for flag flying and the use of logos on its website and social media accounts.

1.2 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

1.3 As from Summer 2021 government guidance states that UK Government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown. This guidance is aimed at UK Government buildings; however, they encourage local authorities and other local organisations to follow suit where they wish to fly flags.

2. Information

2.1 Crewkerne Town Council owns one flagpole situated at the front of Town Hall.

2.2 The Union flag may be flown at Town Hall all year round unless another flag is being flown.

2.3 Other Flags will be flown on recognised days or for periods of time.

3. Union Flag Flying Days

3.1 The Union Flag may be flown at Town Hall all year round if another flag is not being flown.

3.2 The Union Flag, may be flown on the following occasions, in accordance with guidance from the Department for Culture, Media and Sport:

- 21 April: Birthday of Her Majesty the Queen
- 11 November (2nd Sunday in November) Remembrance Day
- 14 November: Birthday of the Prince of Wales

3.2 Dates need to be checked annually on www.gov.uk.

3.3 The Town Clerk in consultation with the Mayor has discretion to fly the union flag at other times:

- To celebrate & support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In respect of a formal visit by another significant dignitary.
- A special event of success in the town.
- Formal Town Council Civic occasions.

4. Flying the Union Flag at Half Mast

4.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.



In the following cases, half mastings will be by special command from Her Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
- Any other occasions as commanded

4.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when Her Majesty has given a special command. The College of Arms will publish details of half-masting instructions for the information of local and national government and any other interested bodies or individuals.

4.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present councillors or past Mayors. In this case flags would be flown at half-mast for one day.

- On the death/funeral of a serving officer in the Armed Forces from the town.
- On Holocaust Day in January.
- On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Note: 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. (The Flag Institutes Flag Flying Protocol).

5. Other Flags

5.1 For the second Monday in March the Council will fly the Commonwealth Flag in recognition of Commonwealth Day.

5.2 For St George's Day, 23 April, the Flag of St George may be flown. At the Mayor's discretion, the Flag of St George may be flown to celebrate or support sporting events of significance of an England Team.

5.3 For 11 May, the Council will fly the Somerset County Flag in recognition of Somerset Day.

5.4 Other flags can be flown at the discretion of the Town Clerk and the Mayor.

5.5 For Armed Forces Day, the Council may fly the Armed Forces Day flag.

5.6 For Pride month (June), the Council may fly the Pride flag.

5.7 For 'In Bloom' judging days and in celebration of 'In Bloom' results and awards, the Crewkerne in Bloom flag may be flown.

5.8 Other occasions may be commemorated by flags flown at Town Hall at the discretion of the Town Clerk and Mayor.

6. Twinning Flags



6.1 According to the Department for Communities & Local Government's Plain English Guide to Flying Flags, the Council does not need consent to fly any country's national flag.

6.2 Crewkerne Town Council is twinned with the towns of Bure-sur- Yvette and Igny in France. The relevant national flag will be flown when Crewkerne receives visitors from these countries.

7. Website Logos

7.1 Crewkerne Town Council has a suite of Crewkerne 'C' logos for use on its website and social media and may use the following logos at the discretion of the Town Clerk:

- Seasonal (summer/spring/autumn)
- Pride
- Remembrance
- Jubilee/royal celebrations

7.2 Other occasions may be commemorated by the use of an appropriate logo on the website or social media at the discretion of the Town Clerk and Mayor.

Supporting documents:

[Flying flags: a plain English guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flying-flags-a-plain-english-guide)

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