

# Corby Glen Parish Council Flag Flying Policy

Adopted:

## 1. Purpose

This policy sets out the principles and procedures for the flying of flags on Corby Glen Parish Council property. The aim is to ensure flags are flown in a respectful, consistent, and inclusive manner that reflects the Council's values, celebrates community identity, and complies with government guidance and legal requirements.

## 2. Scope

This policy applies to all flagpoles located on land or buildings owned, managed, or maintained by Corby Glen Parish Council. It covers national, county, district, parish, and community flags, and the approval process for community requests to fly flags.

## 3. General Principles

Flags are symbols that express identity, unity, and respect. The Council will fly flags in a manner that is non-political, inclusive, and representative of the community's values. The flying of any flag will be at the discretion of the Parish Council.

## 4. Approved Flags and Occasions

Flag	Occasion / Period	Notes
Union Flag	Designated national days and civic occasions	Flown at full mast unless protocol dictates otherwise
St George's Cross (England)	St George's Day (23 April)	Optional
St David's Cross (Wales)	St David's Day (1 March)	Optional – to show unity with other UK nations
St Andrew's Cross (Scotland)	St Andrew's Day (30 November)	Optional – to show unity with other UK nations
Lincolnshire Flag	Lincolnshire Day (1 October)	Promotes county identity
South Kesteven Flag	District and civic events	May alternate with Lincolnshire or Parish flag
Corby Glen Parish / Village Flag	Local festivals, community events	Encourages parish pride

Celebration of Life Flag	Times of celebration, remembrance, or community spirit	Unique to the parish, designed by former councillors; flown as and when requested
Commonwealth Flag	Commonwealth Day (second Monday in March)	As per national guidance
Pride Flag	Pride Month (June) or local equality events	Demonstrates the Council's support for the LGBTQ+ community
Armed Forces Day Flag	Armed Forces Day (June)	To honour the Armed Forces community
Remembrance / Poppy Flag	Remembrance period (November)	As agreed annually by the Council

## 5. Community Requests to Fly a Flag

Community groups, charities, organisations, or individuals may request that the Council fly a flag to mark a specific event or occasion. Requests must be submitted in writing to the Parish Clerk at least four weeks in advance and should include details of the organisation or individual, the event, the proposed dates, and an image of the flag to be flown if it is not already owned by the Parish Council.

Where no meeting is held within the four-week period, approval may be granted at the discretion of the Parish Clerk, Chair, or Vice Chair, without the need for approval by the full Council. Where the flag is not held by Corby Glen Parish Council, it is the responsibility of the requester to purchase and supply the flag.

Requests must relate to non-political, non-commercial, and community-consistent causes. The Celebration of Life Flag and Pride Flag may be flown at the discretion of the Parish Clerk, Chair, or Vice Chair where their display reflects community spirit, inclusion, or local significance.

## 6. Prohibited Flags

The Council will not fly any flag that is political, partisan, or campaigning in nature; contains offensive or discriminatory content; or promotes commercial products or services.

## 7. Flag Protocol

Flags shall be flown in accordance with UK Government and DCMS guidance. When flown at half-mast, the Union Flag will be lowered to two-thirds of the flagpole height. Flags will be maintained in good condition and replaced when damaged or worn. Normally, only one flag will be flown per flagpole unless otherwise approved.

The Pride Flag may be flown either alone or beneath the Union Flag, following current DCMS protocol.

## **8. Responsibility**

The Parish Clerk (or designated individual) is responsible for implementing and monitoring this policy, maintaining a record of flag-flying dates and approvals, and ensuring safety and respectful display.

## **9. Review**

This policy will be reviewed every three years, or sooner if guidance, legislation, or local practice changes.

## **Appendix A – Designated Days for Flying the Union Flag**

As per UK Government guidance (available on GOV.UK). Examples include:

- Commonwealth Day
- His Majesty's Wedding Anniversary
- Coronation Day
- His Majesty's Official Birthday
- The Prince of Wales's Birthday
- His Majesty's Accession
- Remembrance Day
- His Majesty's Birthday
- St Andrew's Day