**APPENDIX ‘D’**

**BODMIN TOWN COUNCIL**

**FLAG FLYING ON COUNCIL BUILDINGS POLICY**

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| 1 | **Introduction** |
|  | Following the publication of the White Paper, *The Governance of Britain: Constitutional Renewal* (2008) and the subsequent consultation, the Government has decided to give UK Government Departments the freedom to fly the Union Flag on their buildings whenever they choose to.The Department for Culture, Media and Sport, which is responsible for issuing guidance on this matter, advises that Local Authorities and other bodies may choose whether or not to follow this guidance. However, the Government hopes that when considering their own flag flying polices, these organisations will consider the spirit of the White Paper to encourage greater use of the Union Flag locally. |
|  2 | **Union Flag** |
| 2.1 | The Union Flag will be flown at full mast on the Shire House and Shire Hall from 8:00 a.m. until sunset on the following dates:9 January – Birthday of the Duchess of Cambridge20 January – Birthday of the Countess of Wessex6 February – Her Majesty’s Accession19 February – Birthday of the Duke of York10 March – Birthday of the Earl of WessexSecond Monday in March – Commonwealth Day21 April – Birthday of Her Majesty the Queen2 June – Coronation Day10 June – Birthday of the Duke of EdinburghOfficial Celebration of Her Majesty’s Birthday (first, second or occasionally third Saturday in June) – it will take place on 15 June in 201321 June – Birthday of the Duke of Cambridge17 July – Birthday of the Duchess of Cornwall15 August – Birthday of the Princess RoyalSecond Sunday in November – Remembrance Sunday11 November – Remembrance Day14 November – Birthday of the Prince of Wales20 November – Her Majesty’s Wedding Day |
| 2.2 | If Her Majesty the Queen is to be present in a Town Council building, advice will be sought from the Department for Culture media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH – telephone 0207 211 2381  |
| 2.3 | Occasions on which the Union Flag should be flown at half-mast (the flag being flown two-thirds up between the top and bottom of the flag pole, with at least the height of the flag between the top of the flag and the top of the flag pole.):1. From the announcement of the death of The Sovereign, except on Proclamation Day, when flags will be flown at full mast from 11:00 a.m. to sunset;

In the following cases, half-mastings will be by special command from Her Majesty:1. The death of a member or near relative of the Royal Family or the funeral of members of the Royal Family;
2. The funerals of foreign Rulers; and
3. The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.

Flags will also be flown at half-mast during the funerals of Civic Dignitaries in accordance with the Council’s Civic Funerals Policy. |
| 3 | **Flag of St Piran** |
| 3.1 | At all other times, and in recognition of the cultural distinctiveness of Cornwall, the Flag of St Piran will be flown from the Shire House and Shire Hall  |
| 3.2 | St Piran’s Flag is the flag of Cornwall. It was first described as the Standard of Cornwall in 1838. It has since been used by Cornish people as a symbol of identity.The Flag of St Piran is a vertical white cross on a black background. St Piran is said to have adopted these two colours from seeing the molten tin spilling out of the black ore in his fire. |
| 4 | **Official Twinning Visits** |
|  | On Official Twinning Visits from the Twin Towns, the relevant National or Regional Flag of the Visiting Towns may be flown as appropriate. In such cases this Flag will be flown on the same flagpole, with the Union Flag or Flag of St Piran taking precedence. |
| 5 | **Other Occasions** |
|  | *Ad hoc* requests to fly flags that are not covered by this policy will be determined by the Town Clerk in consultation with the Mayor. |
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| 6 | **Procedural Note for Staff** |
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|  | A procedural note on the correct flying of flags on Bodmin Town Council buildings will be prepared for the Facilities Administrator to action implementation. |
| 7 | **Alternative Formats** |
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| 7.1 | Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a ‘talking book’ can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 74159 or e-mailing paul.ocallaghan@bodmin.gov.uk |
| 7.2 | The Council can also arrange to provide versions in other languages. |
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| 8 | **Freedom of Information** |
|  | In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council’s Website [www.bodmin.gov.uk](http://www.bodmin.gov.uk) and copies of this document will be available for inspection on deposit in the Council Office. |