



Helston Town Council

Konsel an Dre Hellys

Flag Flying Policy

Reviewed: November 2023

Next Review: November 2024

1. In general, flags will be flown from the flagpole located on the Guildhall roof only. On Flora Day, Town Twinning anniversaries and other specific occasions agreed by the Council, flags may also be flown from the three flagpoles on the front of the Guildhall and the single pole on the east side of the building.
2. Flags will be raised and lowered by the Flag Flyer who will receive an annual honorarium to conduct this duty. In the absence of the Flag Flyer, another person suitably trained may raise and lower flags from the Guildhall roof flagpole.
3. Town Flag
The Town flag shall be flown from the main flag pole, at full mast, at all times unless:

- The Union or St Piran flag should be flown
- The flag should be flown at half-mast
- For safety reasons such as high winds

The Town flag shall be flown at half-mast (see para. 6) in the following circumstances

- On the death of present or former Town Councillors
- On the death of a Freeman of the Town.

Upon the death of the Mayor or a Freeman, the Town flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

The Town flag shall also be flown at half-mast on the death of a member of the Council, a former councillor, Mayoress or Consort, on the day of the funeral until sunset.

4. Union Flag
The Union flag shall be flown on those occasions listed at Appendix I and take precedence over the Town flag ie, only one flag will be flown at any one time from the main flag pole.

The Union flag shall be flown at half-mast on the death of a member of the Royal Family and in accordance with guidance issued by the Government for any other public dignitary.

Upon the death of the Sovereign, the Union flag shall be flown at half-mast from the announcement up to the funeral (except on Proclamation Day when it shall be flown from the top). For members of the Royal Family the Union flag shall be flown at half-mast from the announcement until the day of the funeral.

5. Other Flags
Other flags shall be flown on those occasions listed at Appendix I.

6. Flying Flags at Half Mast

When flags are to be flown at half-mast they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag, it should be hoisted right to the top and then lowered back down to half-mast. Likewise, before it is lowered at sunset, it should be first hoisted right up and then lowered back down.

Appendix I

FLYING OF FLAGS: LIST

<u>DATE</u>	<u>ANNIVERSARY</u>	<u>FLAG</u>
5th March	St. Piran's Day	St. Piran Flag
15th April	Anniversary of First Charter (1201)	Town Flag & St. Piran Flag (front pole)
8th May	Flora Day	Town Flag (main pole) French, Union (centre) and Italian Flags (front poles) St. Piran Flag (eastern pole)
6th May	Coronation Day	Union Flag
14th May	Mayor Making	Town Flag & St. Piran Flag (front pole)
8th June	H.M. The Kings's Official Birthday	Union Flag
T.B.C.	R.N.A.S. Culdrose Freedom Parade	Town Flag & St. Piran Flag (front pole)
21st June	H.R.H Prince William's Birthday	Union Flag
29th June	Armed Forces Day	Union Flag
17th July	HM The Queen Birthday	Union Flag
14 th July	Mayor's Civic Sunday	Town Flag & St. Piran Flag (front pole)
3rd September	Merchant Navy Day (raised at ceremony on 3 rd September – remain in place for week)	Red Ensign (left in Mayors Parlour)
4th September	Twinning Anniversary (Plougasnou)	French, Town (centre) & St. Piran and Union Flags (top pole)
8th September	His Majesty's Accession	Union Flag
15th September	Battle of Britain Sunday	R.A.F.A. Flag
29th September	Feast of Patron Saint of St. Michael	Town Flag & St. Piran Flag (front pole)
5th October	Twinning Anniversary (Sasso Marconi)	Italian, Town (centre) & St. Piran and Union Flags (top pole)
10th November 11th November	Remembrance Sunday & Armistice Remembrance Day	Union Flag
14th November	H.M. The King's Birthday	Union Flag