



Melksham Town Council

Flag Flying Policy

Date Adopted: 20th October 2025

Date Due For Review: October 2027



FLAG FLYING POLICY

1. General

1. Melksham Town Council flies flags to indicate allegiance, express support, show respect, or mark significant events. The Council aims to consider the perspectives of all community members and does not use flags for political objectives.

2. Union Flag

- 2.1. Melksham Town Council will fly the Union flag permanently on the primary flagpole (left hand side) above the Town Hall.
- 2.2. The Town Hall's secondary flagpole (right hand side) will usually display the Wiltshire flag or a 2nd Union flag, but these may be replaced by other flags as described below.

3. Half Mast

- 3.1. The Union flag will be flown at half-mast on the following occasions:
 - 3.1.1. On the death and until the funeral of the Sovereign, another member of the Royal Family, the Prime Minister, ex-Prime Minister or other dignitary as advised by the Department of Culture, Media and Sport ("DCMS") or following special commands from the Sovereign.
 - 3.1.2. On the death and until the funeral of a serving officer in the Armed Forces from the Town.
 - 3.1.3. On the death and until the funeral of a serving Town Councillor, local Unitary Councillor or local Member of Parliament.
 - 3.1.4. As a mark of respect, mourning and solidarity following atrocities, natural disasters or other acts resulting in significant loss of life in countries with which the Town Council has a twinning affiliation.
 - 3.1.5. At the discretion of the CEO, to commemorate local civic and community dignitaries who have recently passed away.

4. National Flag of England

- 4.1. The National flag may be flown on the secondary flagpole on St George's Day (23rd April) and, at the discretion of the CEO, to celebrate and support the national team in sporting events of significance.

5. Armed Forces Day

- 5.1. On the last Saturday of June, the Armed Forces Day flag may be flown from the secondary flagpole.

6. Merchant Navy Flag

- 6.1. The Merchant Navy flag may be flown on 3rd September on the secondary flagpole to honour the brave men and women who kept our 'island nation' supplied during both World Wars and to acknowledge our dependence on modern day merchant seafarers.

7. The Commonwealth Flag

- 7.1. The Commonwealth Flag may be flown on the secondary flagpole on Commonwealth Day (second Monday in March).

8. The Pride flag

- 8.1. The Pride flag will be flown from the secondary flagpole throughout June to celebrate and support LGBTQ and their social movements.

9. Overseas Visitors

- 9.1. Whenever possible, the relevant national flag will be flown from the secondary flagpole when the Town Council formally receives visitors from overseas. Currently the council have national flags for:

France

Germany

Ukraine

Combined Union & Ukraine Flag

10. Olympic Flag

The Olympic flag may be flown on the secondary flagpole during the Olympics.

11. Other Flags & other occasions

- 11.1. Should a request to fly or lower a flag fall outside the terms of this policy, the CEO is empowered to make a decision on behalf of the council.

12. Respect for flags

- 12.1. Flags that are worn or discoloured will be replaced as a mark of respect except when their historical significance is acknowledged. Discarded flags should be disposed of carefully either by carefully cutting up or burning them in accordance with established practices related to flag handling.