

Witney Town Council

Flag Flying & Illumination of Buildings for Events, Campaigns & Commemorations

Policy

Calendar of Events

Date	Occasion	Flag/Lighting	Agreed	Donated by
09 January	Birthday, Duchess of Cambridge	Union Flag	n/a	
20 January	Birthday, Countess of Wessex	Union Flag	n/a	
06 February	Her Majesty's Accession	Union Flag	n/a	
19 February	Birthday, Duke of York (stc)	Union Flag	n/a	
1 st Mon in March	Commonwealth Day	Commonwealth Flag	n/a	Council
10 March	Birthday, Earl of Wessex	Union Flag	n/a	
21 April	Birthday, Her Majesty the Queen	Union Flag	n/a	
23 April	St George's Day	St George's Flag	n/a	Council
02 June	Coronation Day	Union Flag	n/a	
1 st Sat in June	Oxford Pride	Rainbow Flag	C157 – Full Council - 08.04.2019	P. Hicks
10 June	Birthday, Duke of Edinburgh	Union Flag	n/a	
2nd Sat in June	Official celebration of Her Majesty's birthday	Union Flag	n/a	
20 June	World Refugee Day	World Refugee Flag	C126 – Full Council - 08.06.20	L. Ashbourne
21 June	Birthday, Duke of Cambridge	Union Flag	n/a	
End of June	Armed Forces Day	Armed Forces Flag	n/a	
17 July	Birthday, Duchess of Cornwall	Union Flag	n/a	
15 August	Birthday, Princess Royal	Union Flag	n/a	
03 September	Merchant Navy Day	Red Ensign	C357 – Community Services - 17.07.18	B. Churchill
Remembrance Day	Second Sunday in November	Union Flag	n/a	
14 November	Birthday, Prince of Wales	Union Flag	n/a	
20 November	Her Majesty's Wedding Day	Union Flag	n/a	

The Union Flag will also be flown:

- The day of the opening of a Session of the Houses of Parliament by Her Majesty (see note 3)

These dates are subject to change so the calendar will be regularly updated

National Flag-Flying Notes

1. Where a building has two or more flagpoles the appropriate national flag may be flown in addition to the union flag but not in a superior position.
2. Union Flags should be flown at full mast all day
3. Flags should be flown on this day even if Her Majesty does not perform the ceremony in person.
4. If there is only one flagpole and another occasion fall on a Union Flag-flying day, the Union Flag takes precedence.
5. Where a building has two or more flagpoles, a Commonwealth Flag may be flown in addition to the Union on Commonwealth Day but not in a superior position.

Local Notes

Witney Town Crest

The Witney Town flag is flown at any particularly poignant day for Witney Town Council or Witney at the Council's discretion.

Requests to fly other flags or to illuminate the Corn Exchange

Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to fly a flag from the Town Hall and illuminate the Corn Exchange to mark local or national commemorations/campaigns under the following guidance.

1. Any request must be made in writing to the Council and passed by the relevant committee and/or Full Council by way of resolution.
2. The Council reserves the right to refuse any request for flag-flying or building illumination if it considers the request to be from a politically affiliated party, group or organisation or if it risks bringing the Council into disrepute. The Council must remain politically neutral and its decision on this is final.
3. The Council will not purchase flags for third parties. On a successful request, the applicant will be asked if they wish to do so and be provided the necessary sizes. The Council will acknowledge donation in its committee minutes.
4. The Council will keep any such flag safely but takes no responsibility for its long-term wear and tear or replacement.
5. The flying of flags and illumination of the Corn Exchange will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing).