

Draft Flag Flying and Lighting Policy

1. Purpose

The purpose of this policy is to provide clear guidance on when and how Welshpool Town Council will fly flags from Council-managed flagpoles.

For town and community councils, flag flying is primarily a matter of civic custom, dignity and etiquette rather than detailed statutory regulation. The Council therefore adopts this policy to provide consistency, transparency and local clarity.

The Union Flag is the national flag of the United Kingdom and shall be treated in accordance with applicable national guidance and protocol. Where the Council chooses to fly flags, flagpoles should not ordinarily remain empty. A standard flag should normally be flown unless there is a practical reason not to do so.

2. Flagpoles and Order of Precedence

This policy recognises that Welshpool Town Council's main civic display is at the Welshpool Information Centre, while the Town Hall flagpoles are used for national and civic display associated with the town's main building.

Welshpool Information Centre

When facing the building, the normal order of flags from left to right shall be:

- Union Flag
- Welsh Flag
- St David's Flag
- Welshpool Town Flag

This order reflects normal civic and heraldic precedence, with the Union Flag representing the state, followed by the Welsh Flag, then other national or civic banners. The Town Flag shall be regarded as the Council's principal local civic flag and should ordinarily be displayed at all times where operationally possible.

Town Hall

The Town Hall has two flagpoles. Where two flags are flown at the Town Hall, the Union Flag must always be flown in the superior position, being the pole which is in the superior position when viewed from the front of the building. For the purposes of this policy, the superior position at the Town Hall shall be the pole on the right when viewed from the front of the building (as it protrudes higher than the other side).

The second Town Hall pole shall ordinarily be used for the Welsh Flag, St David's Flag, the Town Flag or another approved flag.

The Town Hall poles should ordinarily not remain empty.

3. Replacement of Flags

The St David's Flag shall normally be the flag that may be temporarily replaced by another Council-approved commemorative, awareness or solidarity flag. The Council has agreed previously that the Pride Flag shall be flown during June in place of the St David's Flag.

Any other replacement of the St David's Flag shall require prior approval of the Town Clerk in consultation with the Mayor and Deputy Mayor.

At the Town Hall, a commemorative or awareness flag may be flown on the non-superior pole, provided the Union Flag remains in the superior position where required by this policy.

4. Union Flag

The Union Flag shall take precedence in accordance with UK protocol and Welshpool Town Council notes the 2026 guidance that UK government buildings are encouraged to fly the Union Flag all year round and that, where flags are flown, the Union Flag should occupy the superior position.

The Union Flag shall only be flown at half-mast where:

- national instruction or protocol requires it, including following the death of the Sovereign or other occasions of national mourning; or
- other official direction is issued by the appropriate national authority.

Welshpool Town Council shall not independently determine occasions on which the Union Flag is to be flown at half-mast, unless the national protocol expressly leaves local implementation to the authority. Where the Union Flag is flown at half-mast pursuant to national protocol, the other flags displayed alongside it shall also ordinarily be flown at half-mast unless protocol indicates otherwise.

5. Welsh Flag

The Welsh Flag shall be flown in its normal position of precedence. The Welsh Flag shall be flown at half-mast where this is required by Welsh national protocol, Welsh Government guidance, Senedd-related instruction, or other official direction applicable in Wales.

Where the Welsh Flag is flown at half-mast pursuant to official guidance, the other flags displayed alongside it should ordinarily also be flown at half-mast unless national protocol indicates otherwise.

6. St David's Flag

The St David's Flag shall be flown in its normal position of precedence and shall be replaced as per Section 3 of the Policy. It shall be flown at half-mast where the Union Flag is flown at half-mast.

7. Welshpool Town Flag

The Welshpool Town Flag is the Council's local civic banner and should ordinarily remain on display throughout the year.

The Town Flag shall be flown at half-mast on the day of the funeral of a serving:

- Town Councillor
- Powys County Councillor representing a ward which falls within the boundary of Welshpool
- Senedd Member representing the constituency in which Welshpool lies
- Member of Parliament representing the constituency in which Welshpool lies

The Town Flag may also be flown at half-mast on other local occasions as approved by the Town Clerk in consultation with the Mayor and Deputy Mayor.

8. National Funerals and Mourning

For royal funerals, state funerals, or periods of national mourning, the Council shall follow the applicable national protocol.

9. Other Flags

The Council reserves the right to display other flags on a case-by-case basis subject to approval by the Town Clerk in consultation with the Mayor and Deputy Mayor.

10. Commemorative Lighting

Welshpool Town Council may from time to time illuminate the Town Hall and other buildings in coloured lighting to mark civic, national or community occasions.

Requests for commemorative lighting may be received from community organisations, charities, public bodies or other groups connected with Welshpool.

In determining whether to approve a request, the Town Clerk shall have regard to:

- the relevance of the request to Welshpool or the wider community
- whether the cause or event is broadly charitable, civic or commemorative
- operational practicality and any competing requests

Lighting will not normally be used for:

- commercial promotion
- party / political purposes
- matters which are divisive or inconsistent with the Council's civic role.

Approval of commemorative lighting may be granted by the Town Clerk in consultation with the Mayor and Deputy Mayor.

The Town Clerk may also determine the duration and colour scheme of the lighting having regard to operational requirements and other scheduled events.

11. Implementation

The Town Clerk shall be responsible for the day-to-day implementation and administration of this Flag Flying Policy and for ensuring compliance with applicable national flag flying guidance.

Where any uncertainty arises regarding flag protocol or precedence, the Town Clerk shall interpret this policy in a manner consistent with national flag flying guidance.