

APPENDIX 5

Flags and Observations Policy Fellowship Square - Waltham Forest Town Hall

Updated October 2024

This protocol supersedes previous flag and observation policies.

1. The policy specifies the principles that will guide our decision making of all flag raising and façade lighting that take place at Fellowship Square. The policy specifies the process of which these decisions are made and related governance. It also includes a standardised list of recognition days which are approved to take place with a flag celebration or/and façade lighting in 2025.

2. Each October, the Chief Executive will determine, in consultation with the Leader and the Deputy Leader, which flags will be flown at Fellowship Square for the following year.

3. Ad hoc requests to fly flags that are not covered by this policy are to be determined by the Chief Executive in consultation with the Leader and Deputy Leader of the Council.

4. The Union Flag

4.1 The Union Flag only is to be flown full mast continuously on the flagpole closest to the Civic Centre. This is known as the superior mast position (as it is the pole to the left of the building when you face it) and all other flags must be flown on the secondary flagpole outside the Walthamstow Assembly Hall.

4.2 The Union Flag will be lowered to half-mast on the day of the death of the incumbent Mayor and the flag should remain at half-mast until after the funeral.

4.3 In the case of the death of the Sovereign or other members of the Royal Family, there are very specific instructions produced by the National Association of Civic Officers in consultation with the Royal Household. These must be consulted before any action is taken and strictly adhered to.

4.4 In the following cases, any half-masting will be by special command from Buckingham Palace, in consultation with Downing Street and DCMS:

- The funerals of foreign rulers.
- The funerals of Prime Ministers and former Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.
- Significant events affecting the borough or the UK (a terrorist attack, for example).

4.5 National government departments will advise of any occasions when His Majesty will give special commands, via email to the Chief Executive's office.

NB: 'Half-mast' means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole (see illustration below). Flags flown on poles that are more than 45 degrees from the vertical cannot be flown at half mast, but a mourning cravat can be used instead.



4.6 The Union Flag must be flown correctly so that the broader white stripe is at the top left-hand side of the flag nearest the flagpole (see below).



5. The Council Flag

5.1 The Council Flag will be hoisted full mast on the secondary flagpole nearest the Walthamstow Assembly Hall at the following times;



- Full Council meetings, including extraordinary meetings (e.g. for conferring the Freedom of the Borough)
- Annual Council and Mayor Making
- Civic Service (if held at the Town Hall site)
- Remembrance Sunday
- Holocaust Memorial Day
- Armistice Day

- Upon the death of one of the following: A Council Member; A former Mayor of the Council; An Honorary Freeman of the Borough; A Member of Parliament for the Borough.

5.2 The Council Flag will be hoisted to half-mast on both the day of death (or the first day that we are aware of it) and on the day of the funeral. If the dates clash with another flag flying (a national day, for example) the Council Flag shall take precedence.

6. Fellowship Square Flag

6.1 The Fellowship Square Flag will be always hoisted full mast on the secondary flagpole nearest the Assembly Hall when an alternative flag is not scheduled.

7. Flags of The United Kingdom

7.1 The following flags will be raised on the secondary flagpole at full mast on the following days annually. The façade lights will also be lit in the appropriate colours as scheduled.

7.2 If any of the above falls on the same day as one of the days identified in section 3 above, then the above official national flags will be flown on the superior position flagpole (replacing the Union Flag).

- St. David's Day - 1 March (Welsh flag)



- St. Patrick's Day - 17 March (St Patrick's flag)



- St. George's Day - 23 April (English flag)



- St. Andrew's Day - 30 November (Scottish flag)



8. Other flags

8.1 The Progress flag will be raised at full mast for on the secondary flagpole during the month of February to observe LGBTQ+ History Month. The façade lights will also be scheduled. In addition to this, the Progress Flag will be raised to observe Waltham Forest Pride on the last Saturday of July (to be agreed annually).



8.2 The commonwealth flag will be raised on the secondary mast on the second Sunday of each March to observe Commonwealth Day.



8.3 The Windrush Flag will be raised at full mast on the secondary flagpole each year between 22nd - 26th June.



8.4 The Armed Forces Flag will be raised on the secondary flagpole pole on the last Saturday in June annually to observe Armed Forces Day.



9. Town Hall Façade Lighting

9.1 The façade lights are pre-scheduled via FM and are remotely activated.

9.2 The proposed schedule for 2025 is as follows;

LBGTQ+ History Month (Progress Flag)	Every February	Rainbow
St Davids Day	1 st March	Yellow, green, white
St Patricks Day	17 th March	Green
St Georges Day	23 rd April	Red, white
St Andrews Day	30 th November	Blue, white

Appendix A – Schedule of flag and façade observations (2025)

	Annual Date	Flag	Façade Scheduled	Colour(s)	
Union Flag	Always	Yes	No		Statutory
FSQ Flag	Always	Yes	No		Location
Holocaust Memorial Day (Council Flag)	27 th January	Yes	No		Observation
LBGTQ+ History Month (Progress Flag)	Every February	Yes	Yes	Rainbow	Observation
St Davids Day	1 st March	Yes	Yes	Yellow, green, white	Observation
Commonwealth Day	Second Monday of March	Yes	No		Observation
St Patricks Day	17 th March	Yes	Yes	Green	Observation
St Georges Day	23 rd April	Yes	Yes	Red, white	Observation
Windrush Flag	22 nd – 26 th June	Yes	No		Observation & Event
Armed Forces Day	Last Saturday in June	Yes	No		Observation
Pride (Progress Flag)	Last Saturday of July	Yes	No		Event
Community Day (Council Flag)	Late June or Late August 2025	Yes	No		Event
Remembrance Sunday (Council Flag)	Second Sunday of November	Yes	No		Observation & Event
Armistice Day (Council Flag)	11 th November	Yes	No		Observation & Event
St Andrews Day	30 th November	Yes	Yes	Blue, white	Observation