



OAKHAM TOWN COUNCIL

FLAG FLYING POLICY

Document Control	
Version Number	3
Adopted on	12/03/2025
Last Reviewed	14/01/2026
Review Date	14/01/2032

1. **The following guidance** has been compiled in accordance with [Government Guidelines](#). The guidance contained in this document applies to all Oakham Town Council flagpoles, and any future installations at Victoria Hall or elsewhere
2. **Oakham Town Council Flag**
Unless otherwise listed in the approved list of flags and on the date shown, the Oakham Town Council Flag will be flown.
3. **Flag Protocol for LGBT History Month**

Purpose

This protocol establishes Oakham Town Council's approach to flying the Inclusive Rainbow Pride Flag during LGBT History Month, observed nationally each February. It ensures visibility, inclusivity, and respect for statutory and civic traditions.

Principles

- Recognition: LGBT History Month is a nationally recognised observance highlighting the history, contributions, and rights of LGBT communities.
- Balance: The Council acknowledges the importance of visibility while ensuring flag-flying practices remain proportionate and respectful of wider civic protocols.
- Transparency: Decisions are made openly, in line with lawful governance and community expectations.

Protocol

- The rainbow flag will be flown on:
 - 1 February – to mark the launch of LGBT History Month.
 - 28 February (or 29 February in a leap year) – to mark the closing of LGBT History Month.
- The flag will not be flown continuously throughout the month.
- Additional displays may be considered for specific Council-hosted events during February, subject to prior resolution.

Communication

- Public notices will explain the significance of the flag and the Council's chosen days of display.
- Messaging will emphasise Oakham's commitment to inclusivity, heritage, and lawful governance.

4. **Flags not included in the approved list**

No Organisation's flag may be flown other than those listed in the approved list of flags unless a formal request is received, approved and minuted by a meeting of the full council

5. Approved list of flags

01 February: Start of LGBT History Month	LGBT Flag	
28 February (or 29 February in a leap year): Closing of LGBT History Month		
10 March: Commonwealth Day	Commonwealth Flag	
9 April: Wedding Anniversary of HM The King	Union Flag	
23 April: St George's Day	St George's Day Flag	
6 May: Coronation Day of HM The King	Union Flag	
14 June: Official Birthday of HM The King	Union Flag	
21 June: Birthday of HRH The Prince of Wales	Union Flag	
Last Saturday of June: Armed Forces Day	Armed Forces Day Flag	 ARMED FORCES DAY SHOW YOUR SUPPORT
17 July: Birthday of HM The Queen	Union Flag	
3 September: Merchant Navy Day	British Red Ensign	
8 September: Accession Day of HM The King	Union Flag	
13 September: Rutland Day	Rutland Flag	
15 September: Battle of Britain Memorial Day	Royal Air Force Ensign	
9 November: Remembrance Day	Union Flag	
21 October: Trafalgar Day	White Ensign	
14 November: Birthday of HM The King	Union Flag	

6. Flying at half mast

- The Oakham Town Council Flag shall be flown at half-mast upon the announcement of the death of serving members of Oakham Town Council, serving members of Oakham Town Council staff, serving members of Rutland County Council, and past mayors of Oakham Town Council. The flag shall remain at half-mast for a maximum period of seven days and shall be lowered again on the day of the funeral.
- The Union Flag shall be flown at half-mast for all state-recognised deaths and shall remain at half-mast until the conclusion of the official period of mourning.
- In the event of the death of a serving Member of Parliament for the area, the Union Flag shall be flown at half-mast in Oakham, the county town of Rutland, until the end of the day of their funeral.