

Thorner Parish Council

Flag & Flag Pole Policy 2023

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1. INTRODUCTON

This policy was prepared with reference to the publication “Flying Flags in the United Kingdom” published jointly by the Flags and Heraldry Committee (An all-party group of the UK Parliament) and the Flag Institute.

- “Flags may be flown on every day of the year.
- Flags are normally flown from sunrise to sunset, but they may also be flown at night, when they should be illuminated.
- No permission is needed to fly the national flags and they are excluded from most planning and advertising regulations (but flagpoles may not be).
- National flags should never be flown in a worn or damaged condition, or when soiled. To do so is to show disrespect for the nations they represent.”

2. FLAG POLICY

The flying of flags from the flagpole of Thorner Boules Terrain/Gardens area is by express consent and agreement with Mexborough Estates, the landowner. Thorner Parish Council is the tenant.

The agreement permits the flying of national flags principally.

Two other flags are permitted on notable dates, the flag of England (sometimes referred to the Cross of St George), and the flag of Yorkshire. Please refer to the table below (Section 4 - Care and Replacement of Flags) for details.

With agreement of the Parish Council, and with involvement of members of the council and public, in exceptional circumstances, other flags may be flown for short durations. An example of this would be the flying of flags in relation to the local branch of the Royal British Legion, (at dates agreed around the annual remembrance festival).

All flags will be flown at “full-mast”. An exception to this will be the flying of the national flag (Union Flag) at half-mast. Flying of flags at half-mast will follow guidance from the Flag Institute (www.flaginstitute.org).

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.

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.

When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

In that the event that the Union flag is to be flown at half-mast, only the Union flag will be flown. Other flags flown below the Union flag, see section 4. (Flags owned and flown by Thorner Parish Council) will be removed for the period of half-masting. The second flag may be returned to its position after this period at discretion and agreement of the Parish Council

Flags should be flown at half-mast on the following occasions:

a. From the announcement of **the death until the funeral of the Sovereign**, except on Proclamation Day when flags are flown at full mast following the proclamation.

- b. From the **announcement of the death until the funeral of a member of the Royal Family styled ‘Royal Highness’, subject to special commands from the Sovereign in each case.**
- c. On the **day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.**
- d. The funerals of **foreign Rulers, subject to special commands from the Sovereign in each case.**
- e. The funerals of **Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from the Sovereign in each case.**
- f. (The funerals of First Ministers and ex-First Ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign’ in each case. **Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.**)
- h. Any other occasions where the Sovereign has given a special command.

The above cover Royal and National Mourning, but ***flags may be flown at half-mast on private or non-Government buildings on other relevant occasions.***

Flying at half-mast, on occasions other than listed above (a-h), will only be allowed following written (letter, email) request to the Parish Council and only when sanctioned by the full parish council at a meeting preceding the requested day of flag flying.

Flags fly at full mast on Remembrance Sunday.

3. MAINTENANCE SCHEDULE (FLAGPOLE)



The Thorner Flagpole is constructed of white coloured fibreglass overpainted in white, with a gold-coloured plastic ornament (“finial”) on the top (see photograph). The finial is attached to the pole by a “saddle”, The height is approximately 26.25 Feet or 8 metres.



A thin metal cover is in place to protect the base from the weather and potential damage (see below).



Four bolts hold the base of the pole via a long bolt, to a base plate fixed by four additional nuts to a concrete foundation.

The supplier has the following recommendations for maintenance of the flagpole, which have been adapted by the Maintenance Working Party.

MAINTENANCE RECOMMENDATIONS FOR GLASSFIBRE FLAGPOLES

Weekly

- Visual check of halyard for signs of wear or fraying, if necessary, replace by sewing end of new halyard to end of old halyard and pull new halyard through top of flagpole.

Six Monthly

- Check stability of flagpole(s). Check operation of hinge bolt by removing nuts and washers and with the aid of an assistant walk flagpole down and place on a support (most important if ground collar 'in situ'). Do not remove levelling nuts.
- Check finial for stability, ease of rotation and check for damage to pulley groove. If necessary, replace damaged or worn parts.
- For internal halyard systems, check operation of Guardsman lock and jamming cleat, oil lock if necessary. Check for signs of wear or fraying of halyard, replace if necessary. Check for wear or damage on weight, ring and plastic clips. Check to see if any damage to flagpole at weight level. Repair or replace if necessary.
- Wash down flagpole with warm water and detergent to remove surface grime. Use a solvent cleaner for ingrained marks.
- Re-erect flagpole by walking the flagpole up, ensuring help is available. Check base nuts for tightness, adjust if necessary.

Grease nuts to protect from rust. Check flagpole for vertical alignment.

Yearly

- Full service / inspection of the flagpole by a specialist should be carried out and log / report (provided by the contractor) kept of the date and works completed.

Adverse Weather Conditions

- Flags must be taken down in adverse weather conditions – i.e., if flying a standard flag and wind speeds are expected to exceed 30mph.
- If there is a requirement to keep flags flying in adverse weather conditions, then specialist storm flags (of one third the size) must be used, which will withstand wind speeds up to 45mph.
- The flagpole should be inspected as above prior to re-flying your flag.

The flagpole will be inspected annually for signs of damage or deterioration that may need specialist intervention. (A third-party consultant should be identified in this event).

Lowering of pole for inspection.

Sufficient road cones should be placed in the carriageway of Main Street, opposite the site of the flagpole, and as far as the centre line to divert pedestrians and traffic around the obstruction and away from possible risk in the event that the pole falls.

Three people are required for this operation. Due to the movement of persons in and around the road, it is essential that high visibility clothing is worn. This activity should only be performed, unless in an emergency, during clear, dry weather and during daylight hours.

1. Remove the metal cover and hold at head height (Person 1).
2. The four retaining nuts should be removed (Person 2) and the flagpole lowered towards Main Street (Persons 1 & 2).
3. Third person should observe for pedestrians and traffic hazards, warning persons 1 & 2 of these as well as supporting the top end of the pole, as it descends to street level.

Inspection

1. Person 3 should inspect the top of the pole where it attaches to the plastic finial. This finial should be observed for cracks or other damage. The retaining screw should be checked to ensure tightness and that is corrosion-free. Finials consist of a lower and upper section that revolves independently to enable free rotation of the halyard and flag, reducing the impact of the wind. Check for free rotation of parts. Check the saddle (device to attach finial to pole top) for signs of damage/cracks and to see fixed to pole (pole seam aligned to slot in saddle).
2. The four vertically retaining nuts and bolts, should be brush clear of any soil or other build-up of debris. Apply generous amounts of WD40 or similar lubricating oil.
3. The length of the flagpole should be visually inspected for cracks, discolouration (indicating potential damage or deterioration of the fibreglass) or other signs of damage.
4. If there are no faults discovered, then the flagpole should be returned to its vertical position and the four retaining nuts replaced and lubricated as above. (See below for Faults).
5. The long bolt, acting as a hinge, can then be unscrewed by removing the end nut. This bolt should be brushed to clear any rust or debris that has accumulated. The bolt can then be lubricated using oil, alternatively it is recommended that grease be applied to the length of the bolt before replacement into the hinge folds and securing.
6. Using the flagpole key, remove the central plate to access the flag rope. Visually inspect the halyard (rope) at this point for any damage and ensure that the rope retaining springs can be released and rope retained correctly.



7. Completely lower the flag to ground level.
 - a. This enables observations/replacement of the flag, as necessary.
 - b. Observe the halyard for wear or other damage. Check that it is correctly and securely fixed to the flag.

- c. Check the horse-shoe weight (1.4kg) for discolouration that may indicate the plastic sleeve is cracked (used to secure and weigh the flag at the edge closest the ground).



(Horse-shoe weight observed when flagpole detached from base)

8. Once all parts are inspected and found to be correct, then the flag should be returned to 'full mast' and secured. Light oil may be applied to the rear lock mechanism of the central plate. Care must be taken not to contaminate the halyard.
9. Care should always be taken to ensure that the halyard is pushed back into the centre/rear of the pole cavity to reduce the change of snagging the lock "wings" or obstructing the lock slots in the pole.

Faults

If a fault is identified at inspection, the type of fault will determine the immediate action.

Examples:

Flag, worn or damaged – contact Parish Council to obtain permission and agree funding of replacement item. Follow current Financial Regulations, as applicable.

Halyard, worn or damaged – contact Parish Council to obtain permission and agree funding of replacement item. Follow current Financial Regulations, as applicable.

Loose/damaged finial and/or saddle – secure or remove to prevent fall hazard. Identify supplier for replacement part – contact Parish Council to obtain permission and agree funding of replacement item. Follow current Financial Regulations, as applicable.

Cracked/damaged horse-shoe weight – reinforce with heavy duty tape, if possible. Seek replacement according to Financial Regulations.

Cracked/damaged Flagpole; damaged baseplate; evidence of movement of baseplate/foundation – IMMEDIATELY SEEK ASSISTANCE FROM OTHER MEMBERS OF MAINTENANCE WORKING PARTY

- Secure area with road cones (located in Thorner PC Substation) and any necessary signage or barrier/tape.
- Follow lowering instructions as above, with a minimum of three people.
- Completely detach flagpole and hinge mechanism, exposing baseplate (see photo). Place a Parish Council road cone over the raised bolts to minimise chance of trip hazard to public.



Flagpole baseplate showing part of hinge structure to left

- Flagpole must be removed from highway/footpath and placed in Boules area (suggest across rear paved area, parallel to border to reduce trip hazard to public).
- Repair or replacement to be sought per Financial Regulations.

4. CARE AND REPLACEMENT OF FLAGS

As a rule, within the UK all national flags are made in the proportion as the Union Jack namely a ratio 2:1

When flying one flag on a single flagpole the length of the flag should be at least one quarter the height of the pole.

The recommended flag size for a 25-foot flagpole is 6 x 4 feet (183 x 122cms). To meet the ratio of 2:1 this is corrected to 6 x 3 feet (183 x 91.44cms). This size is also referred to as a “2 yard” flag size, a standard used across UK flag manufacturers.

Flags can have a couple of finishes which affect the way that they can be hoisted. The most common finish is a rope and toggle (currently the form used in Thorner). Attached to the flagpole is a halyard (rope). This is the rope that will be attached to the flag to hoist it up the flagpole. Once attached to the halyard, the flag should create a continuous loop with the halyard on the flagpole.

Step 1: Knot either end of the halyard to the top and bottom of the flag. On a flag with a rope and toggle, the toggle is usually on top of the flag, tie the rope from the bottom of the flag to the other end of the halyard.




If you are flying the Union Jack it is important that you display it the correct way up. When looking at the front of the flag, the flag should be facing to the right of the flagpole. In order to tell the correct way up, the thicker white diagonal line should be above the red diagonal line on the side next to the flagpole.



Step 2: Hoist the flag until it is tight, making sure that the flag is being hoisted the correct way up. Make sure that you check the security of the cleat and rope when you hoist the flag, otherwise the halyard will be pulled out of the flagpole and the flagpole will need to be lowered to reattach the halyard! Fully raise the flag to the top of the pole.

Step 3: Tie off the halyard using the clip inside the access port of the flagpole.

Step 4: Secure access port cover, ensuring that flag rope is clear of lock mechanism.



Flags owned and flown by Thorner Parish Council		
	<p>Union Flag - The national flag of the United Kingdom is the Union Jack, also known as the Union Flag. The current design of the Union Jack dates from the Act of Union 1801 which united the Kingdom of Great Britain and the Kingdom of Ireland to create the United Kingdom of Great Britain and Ireland. The flag consists of the red cross of Saint George, edged in white, superimposed on the Cross of St Patrick, which are superimposed on the Saltire of Saint Andrew. Wales is not represented in the Union Flag by Wales's patron saint, Saint David, as at the time the flag was designed Wales was part of the Kingdom of England.</p>	<p>Construction/Size Applique sewn, hand tied rope and toggle, anti-fray netting. 155gsm MOD approved woven polyester flag fabric. 31 individual pieces with flat felled seam. SIZE: 2yard (6ftx3ft/180cmx90cm)</p> <p>Routine Care and Maintenance Flying Colours Flagmakers (the 'Supplier') recommends that flags are washed every 2-3 months. Use normal detergents and wash on a 30 degrees cycle. DO NOT DRY CLEAN. A flag flown in daylight hours will normally last 4 times longer than a flag flown night and day. Flags should not be flown in windspeeds exceeding Beaufort 7.</p>
	<p>The flag of England is derived from Saint George's Cross (heraldic blazon: Argent, a cross gules). The association of the red cross as an emblem of England can be traced back to the Late Middle Ages, and it was increasingly used alongside the Royal Banner in the wake of the English Reformation, especially as a maritime flag. It was used as a component in the design of the Union Jack in 1606.</p> <p>St George's Day in England remembers St George, England's patron saint. The anniversary of his death, which is on April 23, is seen as England's national day. According to legend, he was a soldier in the Roman army who killed a dragon and saved a princess.</p>	<p>Construction/Size Hand sewn, 155gsm MOD approved woven polyester. Individual pieces hand cut to MoD & Flag Institute patterns and stitched together with a flat felled seam. Double hemmed on 3 exposed sides. Red, white and blue polypropylene headband tape, rope and wooden toggle as standard. Anti-fray netting. SIZE: 2yard (6ftx3ft/180cmx90cm)</p> <p>Routine Care and Maintenance Flying Colours Flagmakers (the 'Supplier') recommends that flags are washed every 2-3 months. Use normal detergents and wash on a 30 degrees cycle. DO NOT DRY CLEAN. A flag flown in daylight hours will normally last 4 times longer than a flag flown night and day. Flags should not be flown in windspeeds exceeding Beaufort 7.</p>
	<p>Yorkshire: The flag used to represent Yorkshire. The emblem of Yorkshire is the White Rose of the English royal House of York. The most commonly used flag representative of Yorkshire is the White Rose on a blue background (the design dates from the 1960s), which after nearly fifty years of use, was recognised by the Flag Institute on 29 July 2008 at the request of the Yorkshire Ridings Society.</p>	<p>Construction/Size Hand sewn; 155 gsm MoD approved woven polyester flag fabric. Individual pieces hand cut to MoD and Flag Institute patterns and stitched together with a flat felled seam. Any applique work is hand stitched onto the design. Hemmed on three exposed sides with a strong double hem, fitted with stitched polypropylene headband tape, rope and wooden toggle as standard. SIZE: 2yard (6ftx3ft/180cmx90cm)</p> <p>Routine Care and Maintenance Flying Colours Flagmakers (the 'Supplier') recommends that flags are washed every 2-3 months. Use normal detergents and wash on a 30 degrees cycle. DO NOT DRY CLEAN. A flag flown in daylight hours will normally last 4 times longer than a flag flown night and day. Flags should not be flown in windspeeds exceeding Beaufort 7.</p>
<p>Flown from approximately 08:00hrs on August 1st ("Yorkshire Day") until approximately 08:00hrs on August 2nd.</p>	<p>Royal British Legion: The flag used to represent the local branch of the Royal British Legion</p>	<p>Construction/Size As supplied by the local branch of the Royal British Legion</p>

<p>Flown from approximately 08:00hrs on first day of the annual Royal British Legion Poppy appeal until approximately 08:00hrs on the day after the appeal closes.</p> <p><u>The flag may be flown above the Royal British Legion Poppy Appeal flag OR below Union flag, at the discretion of Thorner Parish Council, following a request by the local branch of the Royal British Legion to Thorner Parish Council.</u></p>		<p>Routine Care and Maintenance Care and maintenance remains the responsibility of the Royal British Legion. Flags should not be flown in windspeeds exceeding Beaufort 7. The Parish Council retains the right to lower, remove and keep the flag, (owned by the Royal British Legion) in safe-keeping during such periods</p>
	<p>Flag of Ukraine: The flag of Ukraine (Ukrainian: Прапор України, romanized: Prapor Ukrainy) consists of equally sized horizontal bands of blue and yellow.</p> <p>The blue and yellow bicolour first appeared during the 1848 Spring of Nations in Lemberg, then part of the Austrian Empire. It was adopted as a state flag for the first time in the aftermath of the Russian Revolution by the Ukrainian People's Republic, the West Ukrainian People's Republic and the Ukrainian State. It was also later adopted by Carpatho-Ukraine in March 1939. When Ukraine was part of the Soviet Union, the flag of the Ukrainian Soviet Socialist Republic was used and the bicolour was banned. During the dissolution of the Soviet Union, the bicolour gradually returned in use before officially being adopted again on 28 January 1992 by the Ukrainian parliament.</p>	<p>Construction/Size Hand sewn; 155 gsm MoD approved woven polyester flag fabric. Individual pieces hand cut to MoD and Flag Institute patterns and stitched together with a flat felled seam. Hemmed on three exposed sides with a strong double hem, fitted with stitched polypropylene headband tape, rope and wooden toggle as standard. SIZE: 2yard (6ftx3ft/180cmx90cm)</p>
<p>Flown following the invasion of the Ukraine by Russia in 2022. The flag will be flown below Union flag, at the discretion of Thorner Parish Council.</p> <p>It will not be flown below the flags of England or Yorkshire (which will be flown singly) or below the Royal British Legion or Pride Flag (as each flown below the Union flag), or below other flags as determined by Thorner Parish Council</p>	<p>Flown following the invasion of the Ukraine by Russia in 2022. The UK government made statements of support and provided aid to Ukraine. Nationally flags were flown to indicate support.</p> <p>Thorner residents have hosted citizens of the Ukraine, escaping the war. The Parish Council wanted to indicate its support and welcome our new guests.</p>	<p>Routine Care and Maintenance Flying Colours Flagmakers (the 'Supplier') recommends that flags are washed every 2-3 months. Use normal detergents and wash on a 30 degrees cycle. DO NOT DRY CLEAN. A flag flown in daylight hours will normally last 4 times longer than a flag flown night and day. Flags should not be flown in windspeeds exceeding Beaufort 7.</p>
	<p>Pride: The rainbow flag, also known as the (gay) pride flag, is a symbol of lesbian, gay, bisexual, and transgender (LGBT) pride and LGBT social movements. The colours reflect the diversity of the LGBT community and the spectrum of human sexuality and gender. Using a rainbow flag as a symbol of gay pride began in San Francisco, California, but eventually became common at LGBT rights events worldwide.</p> <p>Originally devised by artist Gilbert Baker, Lynn Segerblom, James McNamara and other activists,[4][5][6][7] the design underwent several revisions after its debut in 1978, and continues to inspire variations. Although Baker's original rainbow flag had eight colours from 1979 to the present day the most common variant consists of six stripes: red, orange, yellow, green, blue, and violet.</p>	<p>Construction/Size Nylon, "easy-fly"</p> <p>Two-eye, metal ringed fixing holes. Require cable tie or metal clips to attach to flag halyard.</p>

<p><i>Flown from approximately 08:00hrs on first day of announced "Pride Week" until approximately 08:00hrs on the day after.</i></p> <p><i><u>The flag may be flown singly, or below the Union flag, at the discretion of Thorner Parish Council, and upon request from an individual or group within the village or parish</u></i></p> <p><i>It will not be flown below the flags of England; Yorkshire (which will be flown singly) or below other flags as determined by Thorner Parish Council</i></p>	<p><i>The flag is typically displayed horizontally, with the red stripe on top, as it would be in a natural rainbow.</i></p> <p><i>LGBT people and allies currently use rainbow flags and many rainbow-themed items and color schemes as an outward symbol of their identity or support. In addition to the rainbow, many other flags and symbols are used to communicate specific identities within the LGBT community.</i></p>	<p>Routine Care and Maintenance <i>Wash per standard programme for nylon materials. Colourfast status not known, wash independently.</i></p>
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The Proper Disposal of Flags

When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way, for example by burning, tearing or cutting into strips that no longer resemble the original flag.

5. EXTERNAL MAINTENANCE

For practical reasons it may be necessary, from time to time, to engage the services of individuals or organisations external to the Parish Council to supply products or services connected to the refurbishment or replacement of fixtures and fittings covered by this policy.

All quotations for work MUST be in alignment to Thorner Parish Council Financial Regulations for obtaining quotations and acceptance of tenders to conduct business for and on behalf of the Parish Council.

Approval of requests for work and acceptance of quotations, must be obtained and documented at monthly Parish Council meetings.

Contact details for members of public

Any members of the community, wishing to discuss this policy must contact the Council, via the clerk at:

E-mail; thornerparishcouncil@gmail.com

Or in writing: The Clerk c/o Thorner Parish Council, The Sub-station, Butt Garth, Thorner, LS14 3DA

6. Attachment 1 – Thorner Parish Council – Flagpole Check Sheet (Example)

Date of Check	Inspection Cycle (See overleaf) w/6/Ann/Ad-Hoc/x	Checked by	Assisted by	Activities	Action Taken/No Issues
<i>Example</i>	<i>W</i>	<i>Alistair</i>	<i>N/A</i>	<i>1</i>	<i>No Issues</i>
<i>Example</i>	<i>X</i>	<i>Alistair</i>	<i>N/A</i>	<i>1, 3, 10, 12</i>	<i>Flag removed due to high winds</i>
<i>Example</i>	<i>Ad-Hoc</i>	<i>Alistair</i>	<i>Tom, Mark</i>	<i>1,2,3,4,5,6,7,8,9,10, 11,12 (Or 1-12)</i>	<i>Full wash of pole and regreasing of base</i>
<i>Example</i>	<i>SERV</i>	<i>Alistair</i>	<i>N/A</i>	<i>N/A</i>	<i>Inspected by Harrisons Ltd - certificate to Clerk</i>

CYCLE CODE	WEEKLY (w) (Manufacturer recommendations)	ADVERSE WEATHER (x) (Manufacturer recommendations)	SIX-MONTHLY (6) (Manufacturer recommendations)	ANNUAL OR AS DETERMINED BY PARISH COUNCIL (Ann/Ad-Hoc) (Manuf. recommendations)
1	Visual check of halyard for signs of wear or fraying	Flags must be taken down in adverse weather conditions. The flagpole should be inspected prior to re-flying a flag.		
2	(Consider check of flagpole stability) Optional	(Consider check of flagpole stability)	Check stability of flagpole(s).	Check stability of flagpole(s).
3			Check operation of hinge bolt by removing nuts and washers.	Check operation of hinge bolt by removing nuts and washers.
4	(Consider lowering of flag to check operations of pulley and finial rotation) Optional		Check finial for stability, ease of rotation and check for damage to pulley groove	Check finial for stability, ease of rotation and check for damage to pulley groove
5			For external halyard systems, check for signs of wear or fraying, replace if necessary.	For external halyard systems, check for signs of wear or fraying, replace if necessary.
6	Check cleat for security and damage, replace if necessary. Check plate clock for damage, operation. Lubricate as appropriate		Check cleat for security and damage, replace if necessary.	Check cleat for security and damage, replace if necessary.
7			Wash down flagpole with warm water and detergent to remove surface grime.	Wash down flagpole with warm water and detergent to remove surface grime.
8			Use a solvent cleaner for ingrained marks	Use a solvent cleaner for ingrained marks
9			Re-erect flagpole by walking the flagpole up, ensuring help is available.	Re-erect flagpole by walking the flagpole up, ensuring help is available.
10			Check base nuts for tightness	Check base nuts for tightness
11			Grease nuts to protect from rust.	Grease nuts to protect from rust.
12			Check flagpole for vertical alignment	Check flagpole for vertical alignment
SERV				Full service / inspection of the flagpole by a specialist should be carried out and log / report (provided by the contractor) kept of the date and works completed.

Thorner Parish Council – Flagpole Check Sheet

Date of Check	Inspection Cycle (See overleaf) w/6/Ann/Ad-Hoc/x	Checked by	Assisted by	Activities	Action Taken/No Issues

Thorner Flag & Flagpole Policy – 01 April 2021

CYCLE CODE	WEEKLY (w) (Manufacturer recommendations)	ADVERSE WEATHER (x) (Manufacturer recommendations)	SIX-MONTHLY (6) (Manufacturer recommendations)	ANNUAL OR AS DETERMINED BY PARISH COUNCIL (Ann/Ad-Hoc) (Manuf. recommendations)
1	Visual check of halyard for signs of wear or fraying	Flags must be taken down in adverse weather conditions. The flagpole should be inspected prior to re-flying a flag.		
2	(Consider check of flagpole stability) Optional	(Consider check of flagpole stability)	Check stability of flagpole(s).	Check stability of flagpole(s).
3			Check operation of hinge bolt by removing nuts and washers.	Check operation of hinge bolt by removing nuts and washers.
4	(Consider lowering of flag to check operations of pulley and finial rotation) Optional		Check finial for stability, ease of rotation and check for damage to pulley groove	Check finial for stability, ease of rotation and check for damage to pulley groove
5			For external halyard systems, check for signs of wear or fraying, replace if necessary.	For external halyard systems, check for signs of wear or fraying, replace if necessary.
6	Check cleat for security and damage, replace if necessary. Check plate clock for damage, operation. Lubricate as appropriate		Check cleat for security and damage, replace if necessary. Check plate clock for damage, operation. Lubricate as appropriate	Check cleat for security and damage, replace if necessary. Check plate clock for damage, operation. Lubricate as appropriate
7			Wash down flagpole with warm water and detergent to remove surface grime.	Wash down flagpole with warm water and detergent to remove surface grime.
8			Use a solvent cleaner for ingrained marks	Use a solvent cleaner for ingrained marks
9			Re-erect flagpole by walking the flagpole up, ensuring help is available.	Re-erect flagpole by walking the flagpole up, ensuring help is available.
10			Check base nuts for tightness	Check base nuts for tightness
11			Grease nuts to protect from rust.	Grease nuts to protect from rust.
12			Check flagpole for vertical alignment	Check flagpole for vertical alignment
SERV				Full service / inspection of the flagpole by a specialist should be carried out and log / report (provided by the contractor) kept of the date and works completed.

Thorner Flag & Flagpole Policy – 01 April 2021

Prepared by Alistair Scott, Thorner Parish Councillor (February 2023).
Next Review Due: March 2025.