# Ockbrook and Borrowash Parish Council

## Protocol for notice boards.

There are 6 Parish notice boards in the village provided to enable the parishioners to be aware of what the Parish Council is doing. The principle boards are used for legal notices.

* The principle board for the Parish and Ockbrook Ward is the Parish Hall, there are also boards on the Ridings and Victoria Avenue.
* The principle board for Borrowash West is outside the co-op,
* The principle board for Borrowash East is Priorway
* The is also a board on Hawthorn Ave.

Notices to per displayed on the Boards are in the following order subject to space being available in the following order: -

1. Legal notices,

2. Parish council Notices

3 Notices of LOCAL Events by Non-Profit Organisations

4. Any other notices that are not political or commercial.

All Notices other than 1 ,2 above are displayed if space is available at the discretion of the Parish Clerk.

Political or Commercial notices will not be displayed.

Notices will be removed after the event that the notice refers to.

No Notice will be displayed for more than 15 days before an event

Preference will be given to A5 and smaller notices

There should be a permanent notice giving contact details of Parish Councillors and the Clerk (*telephone number and email address*).

## Protocol for the flying of Flags

The Parish Council are responsible for three flagpoles, located at the junction of Green Lane and The Ridings, Victoria Avenue, adjacent to the War Memorial, and the junction of Victoria Avenue and Nottingham Road.

Flags flown from these flag poles should be 3’ x 5’ and secured where possible by eyelets and carabiners. The halyards are accessible from a locked hatch near the base of each flagpole.

Flags will be flown in accordance with the Flag Calander, see appendix 1. Additional flags may be flown to celebrate specific events or in recognition of items of public approbation as agreed by the Parish Council, e.g., Anniversaries of historic events or Jubilee Celebrations

Where no specific flag is required the default flag will be the Union Flag or the Ockbrook and Borrowash Parish Flag. Where a flag is designated for a month, it may be replaced for a shorter period to acknowledge a specific event, e.g., Derbyshire County Flag throughout September but the Red Ensign for Merchant Navy Day and the RAF Ensign for Battle of Britain Day.

Only the Union Flag will be flown in November after the Remembrance period as a continuation of remembrance.

Whilst the Saint George’s Flag will be flown on 23rd April, other home nation saint’s days will not be marked.

Half Mast

The Union Flag will be flown at Half Mast in accordance with UK Flag Protocol for periods of National Mourning only. Flags will not be flown at Half Mast for any other occasion.

The Union Flag will be flown at full mast for Armistice Day and Remembrance Sunday.

Appendix 1 - Flag Calendar

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Specific Date** | **Day** | **Flag** |
| January | Month |  | Union Flag/ Parish flag |
| February | Month |  | Union Flag/ Parish Flag |
| March | Month |  | Union Flag/ Parish Flag |
|  | 11th | Commonwealth Day | Union Flag only |
| April | Month |  | Union Flag/ Parish flag |
|  | 23rd | St. George's Day | St. George's Flag |
| May | Month |  | Union Flag/ Parish Flag |
| June | Month | Pride Month | Pride Flag |
|  | 29th (2024) | Armed Forces Day | Armed Forces Day or Military |
| July | Month |  | Union Flag/ Parish Flag |
|  | 1st Sunday | Foresters/WFR/Mercian Regt Day | Regimental Flag |
| August |  |  | Union Flag only |
| September | Month |  | Derbyshire County Flag |
|  | 3rd | Merchant Navy Day | Red Ensign |
|  | 15th | Battle of Britain Day | RAF Ensign |
|  | 22nd | Derbyshire Day | Derbyshire County Flag |
| October | Month |  | Union Flag only |
|  | 14th or 21st | RBL Poppy Appeal | Lest We Forget Flag |
|  | 21st | Trafalgar Day | White Ensign |
| November |  | RBL Poppy Appeal | Lest We Forget Flag |
|  | 11th | Armistice Day | Union Flag |
|  | 12th | Remembrance Sunday | Union Flag |
|  | Month | Remainder of Month | Union Flag |
| December | Month |  | Union Flag/ Parish Flag |