**MITFORD PARISH COUNCIL**

**Lowering the Flag**

1: The Parish Council has taken the responsibility for flying a flag on the flagpole at the top of the bank at the entrance to Fontside. Until recently the Mitford Community Flag flew continuously during the summer. The Council are to obtain the Union Jack and the Northumberland Flag so these may be flown and the Community Flag kept for more specific occasions.

2: It has been suggested that the flag should be lowered on the death of a parishioner.

3: There are however some practical implications regarding the Council’s ability to gain knowledge of such a death and the length of time the flag should fly at half-mast. Families may be upset if a death was not marked or even if the death were to be publicly marked by the Council. The following procedure has been agreed to take account of these considerations.

4: The procedure is as follows -

1. It only applies if the late Parishioner had been resident in the parish or had been a resident prior to moving into hospital or a care home
2. Upon the Council or a Councillor becoming aware of such a death, the family will be approached, preferably by a person known to the bereaved family, or the family themselves may contact the Council either by contacting the clerk or via a Councillor. The family’s wishes will be respected at all times
3. The flag will be lowered to half-mast on the day of the funeral

5: The Council will place details of the policy on its website and will give details to Mitford Church.

Agreed at the Parish Council Meeting on 3 June 2020