

	<i>Meeting (No)</i>	<b>Market &amp; Town Hall Committee (3)</b>
	<i>Date</i>	<b>27 September 2022</b>
	<i>Document</i>	<i>Ref No</i>
	<b>Maintenance of the Town Hall Flag</b>	<b>MTH3/38b</b>

We recently received a comment from a resident regarding the condition of the Union flag that is flying outside the Town Hall.

To ensure that the flag is maintained to a high standard and is a credit to the town, it is recommended that the Town Council purchases a second Union flag. Once a year the flags can be alternated and the removed flag professionally laundered (and repaired if necessary).

If the Committee is in agreement with this recommendation, the following will need to be considered:

During 2022/23

To purchase a second Union flag at a maximum cost of £100+VAT and delivery (budget 4431 stationery-admin/other) and to professionally launder the existing flag at a maximum cost of £40+VAT and carriage (budget 4415 cleaning).

From 2023/24 onwards

To launder (and repair if necessary) one Union flag in spring each year or replace if officers consider the flag to be beyond repair.

To create a flag maintenance budget line for this expenditure – suggested amount for 2023/24 is £150.

To request that the Caretaker monitors the condition of the flying flag on a monthly basis.

Audrey Duncan  
Governance & Operations Manager