

**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 5 MARCH 2025**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	Nil	N/A
2.	Declarations of Interest	Nil	N/A
3.	Minutes of Meeting held 5 February 2025	Confirmed as a correct record	N/A
4.	VE Day 2025 Update	<p align="center">To recommend to Corporate Policy and Resources Committee that the date of the Finance Committee is moved to 15 May 2025</p> <p align="center">To recommend to Corporate Policy and Resources Committee that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery</p>	8 May 2025
5.	Commemoration Programme Update– HM Queen Elizabeth II	To recommend to Corporate Policy and Resources Committee that the	December 2026

		<i>update as detailed in Appendix A is noted and that work continues by Officers in order to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II</i>	
6.	Armed Forces Day 2026 Update	<i>To recommend to Corporate Policy and Resources Committee to repeat the event from the last time and look at other options for future Armed Forces Day Events in the Borough and that work continues by Officers to agree activities and to research costs and methods of delivery</i>	<i>June 2026</i>
7.	Correspondence	<i>To recommend to Corporate Policy and Resources Committee to grant the request to use one of Council's beacons on Thursday 8 May with the caveat - if Council staff are available</i>	

8.	Date of Next Meeting - Wednesday 2 April 2025	<i>2 April 2025</i>	
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**MINUTES OF THE MEETING OF THE
COMMEMORATION AND CELEBRATION SUB-COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO-CONFERENCE ON
WEDNESDAY 5 MARCH 2025 AT 6.00 PM**

- Chair:** Alderman Knight-McQuillan (C)
- In Attendance:** Alderman Fielding (C)
Councillor McCully (R), Storey (R), Wilson (R)
- Non Committee Members**
In Attendance: Councillor Watton (R)
- Officers Present:** D Jackson, Chief Executive (C)
S McLaughlin, Business Support Officer (C)
J Keen, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, ICT Officer (C)

Press 3no. (R)

The Chief Executive undertook a roll call of Sub-Committee Members present.

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 05 FEBRUARY 2025

Summary, previously circulated.

AGREED – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 5 February 2025 were confirmed as a correct record.

4. VE DAY 2025 UPDATE

Report, previously circulated, was presented by the Chief Executive.

Purpose of Report

The purpose of the report is to provide a Draft Programme for VE Day 2025 for consideration and approval.

Background

On 1st October 2024, Council resolved to agree the following Notice of Motion:

“8th May 2025 will be the 80 year anniversary of VE Day where Nazi Germany officially surrendered, and World War 2 came to an end in Europe. I propose that Causeway Coast and Glens Borough Council organise and host a programme of events fitting to commemorate Victory in Europe Day on Thu 8th May 2025 - a programme that should be a spectacular celebration as well as remembering those who gave their all for all of us.

The revised Terms of Reference for the former Coronation Sub-Committee was updated and agreed at its meeting on 22nd October 2024, to include commemorating VE Day 2025. It was also agreed to rename the Coronation Sub-Committee to Commemoration and Celebration Sub-Committee.

VE Day Action Plan 2025

Officers are now working towards delivering a programme of activity. The VE Day Action Plan is attached at Appendix A (circulated).

Financial Implication

A budget of £20K had previously be agreed in order to progress with activities associated with the Commemoration and Celebration Sub Committee’s work which includes the VE Day Event.

Equality Implications

The VE Day Programme will be screened in accordance with the Council’s Policies and Procedures.

Other considerations

As previously advised, Members should note that the VE Day event coincides with the NW200. The 8th May 2025 is race day, road closures will be in place which may impact on planned activities for VE Day.

Mervyn Whyte, NW200 Event Director has confirmed that a minute’s silence will be observed prior to racing on the evening of Thursday 08 May 2025 with the riders and officials being invited to the front of the grid. He has also mentioned that the possibility of a brass band playing a short piece afterwards.

RAF Flypast

The Council's Events Team have applied to the RAF seeking a flypast along the A2 Coast Road and onto Coleraine ideally as close to 6pm as possible to prevent race delays.

The NW200 has requested that the Mayor/Deputy Mayor be present on the grid and they can be escorted out of the racing zone prior to the first evening's race to allow them to get to Coleraine for the VE Day Event.

Consultation Meeting

A further Consultation meeting took place on 19 February 2025 at Coleraine Town Hall with various Stakeholder representatives in attendance. The draft Programme was considered and updated as per Appendix A.

A further meeting is scheduled to take place on Wednesday 09 April 2025.

The Programme will continue to be updated as and when activities have been agreed.

Recommendation

It is recommended that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery.

The Chief Executive advised that the Finance Committee is scheduled to be held on the 8 May 2025 which is the same evening as the VE Day event and the NW200 races. The Chief Executive suggested that the Finance Committee meeting is moved to 15 May 2025.

The Chair commented that the volume of traffic on the evening would also be a good reason to move the Finance Committee meeting.

Proposed by Alderman Fielding
Seconded by Councillor Wilson and

AGREED – to recommend to Corporate Policy and Resources Committee that the date of the Finance Committee is moved to 15 May 2025.

The Chief Executive advised that procedurally this is a Rescinding Motion.

The Chief Executive suggested having the flypast at 5:30pm and to have the Minute Silence just prior to this. The Chief Executive advised he would discuss with NW200 Event Director and explore what is best for the RAF, road closures and NW200.

Proposed by Councillor Wilson
Seconded by Alderman Fielding and

AGREED – to recommend to Corporate Policy and Resources Committee that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery.

5. COMMEMORATION PROGRAMME UPDATE– HM QUEEN ELIZABETH II

Report, previously circulated, was presented by the Chief Executive.

Purpose of Report

The purpose of the report is to provide an update on the Commemoration Programme for HM Queen Elizabeth II.

Background

On 5th December 2023 Council resolved to agree the following Notice of Motion:

Notice of Motion (A)

“This council acknowledges, with sadness, the recent passing of our late Sovereign Lady, Queen Elizabeth II. Pays tribute to the exemplary dignity, wisdom and diligence with which Her Late Majesty served our nation and the Commonwealth. Further acknowledges the tremendous debt of gratitude owed for the personal sacrifice and unwavering loyal devotion over her glorious 70-year reign.

This Council commits to honour and enshrine her memory in tangible commemoration across the Borough and invites council officers to present an options paper to the relevant committee for consideration in due course. This council shall also establish a sub-committee to commence preparation for the coronation of His Majesty, King Charles III.”

Notice of Motion (B)

“That Causeway Coast and Glens Borough Council recognises the exemplary 70 years of service rendered by the late Her Majesty Queen Elizabeth II, as the United Kingdom’s longest reigning Monarch.

We are also very proud that the Late Monarch visited our Borough 5 times between 1953 and 2016, in which she included the unveiling of sergeant Robert Quigg VC statue in Bushmills, within my own constituency, which was to be her last visit.

In recognition of her shining example of exemplary selfless service, we the undersigned propose that a substantial permanent memorial be commissioned

and located within the Borough and be in situ before or during 2026. We believe that the memorial should depict Queen Elizabeth II during her coronation and that ideally it would be located in a prominent and visible location

We further propose that officers prepare a report, taking this matter forward, to include options for design, location, consultation with appropriate groups and identification of a suitable budget as part of the estimates process.

This Statue will be a fitting tribute by the people of the Borough to the late Monarch, whose service to our country may never be matched again.”

Commemoration Programme

The Commemoration Programme has been updated following subsequent Sub-Committee Meetings. Research is currently ongoing to obtain information and costings for various suggestions contained within the Draft Commemoration Programme as per Appendix A. Some updates are also included at 3.2 and 3.3 below.

The Deputy Mayor planted a Native Oak tree in each of the Council’s District Electoral Areas on Thursday 6th February which was the 73rd anniversary of Queen Elizabeth’s accession to the throne.

With Elected Members’ agreement, a procurement exercise can now be commenced for the design and supply of the interior option of a bust using the following criteria.

Indoor:

- Size: 1000mm x 330mm
- Style: Cameo
- Material: Formed Epoxy Resin
- Location: Coleraine Town Hall
- Inside

At the last meeting of the Commemoration and Celebration Sub Committee, Members agreed that an option for an outdoor piece of artwork also be explored as a possible alternative to the indoor one. Members are now asked to consider the following criteria so that this can be explored.

Outdoor:

- Size: TBC
- Style: TBC
- Material: Korten Steel / Hardwood i.e. Iroko or similar

- Location: TBC
- Outside

Financial Implications

Council had agreed an initial budget of £20,000 (2024/25) for delivery of the programme for Notices of Motion (a) and (b). As the Commemoration Plan continues to develop, a budget of £40,000 has been included for 2025/26 to cover activities planned for by this Sub-Committee.

Equality Implications

The Commemoration Programme will be screened in accordance with the Council's Policies and Procedures.

Recommendation

It is recommended that the update as detailed in Appendix A is noted and that work continues by Officers in order to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

The Chief Executive advised that HNC Graphic Design students at the Northern Regional College are willing to explore opportunities.

The Chief Executive requested that the Members provide guidance on what they envisage for the statue outside Coleraine Town Hall.

The Chair stated she would like it to be as realistic as possible and that there would be a bust of the Queen and the Duke of Edinburgh at each side of the staircase in Coleraine Town Hall.

Proposed by Alderman Fielding
Seconded by Councillor Wilson and

AGREED – to recommend to Corporate Policy and Resources Committee that the update as detailed in Appendix A is noted and that work continues by Officers in order to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

6. ARMED FORCES DAY 2026 UPDATE

Report, previously circulated was presented by the Chief Executive.

Purpose of Report

The purpose of the report is to provide an update on the preparations for Armed Forces Day 2026.

Background

At the Council Meeting on 5th December 2023 Council resolved to agree the following Notice of Motion:

"I call upon this council to submit an application to host Armed Forces Day 2026. This significant event is a great opportunity to show our support and give thanks to our military personnel and families both past and present including our veterans and cadets.

This event will attract thousands of visitors to our Beautiful Borough, supporting our local traders and tourism providers."

Draft Armed Forces Day Programme

Officers are now working towards preparing a programme of activity. The initial Draft Armed Forces Day Programme is at Appendix A.

This Programme will be updated as and when activities have been agreed, similar to the previous event in 2018.

Financial Implications

A budget should be agreed in order to progress with activities associated with Armed Forces Day 2026.

Council had agreed an initial budget of £20,000 (2024/25) for delivery of the activities agreed by this Sub-Committee.

Subsequently, a budget of £40,000 has been set aside for 2025/26 to cover activities planned for by this Sub-Committee however, it is anticipated that the majority of the spend will be incurred in the 2026/27 financial year.

Equality Implications

The Armed Forces Day Programme will be screened in accordance with the Council's Policies and Procedures.

Recommendation

It is recommended that work continues by Officers to agree activities and to research costs and methods of delivery.

The Chief Executive reflected on his experience of when Armed Forces Day was previously held in Coleraine and advised of feedback that the event worked well in the town centre. The Chief Executive stated that Armed Forces

Day is tried and tested in Coleraine but could be held in any town in the Borough. The Chief Executive queried if Members had suggestions.

The Chair stated that the blueprint was for the event to be held in Coleraine and is content with that and it is good to see Christie Park being utilised.

Councillor Wilson spoke in favour of repeating what has been successful in the past and a report can be brought with alternative options at a later date.

Proposed by Councillor Wilson
Seconded by Alderman Fielding and

AGREED – to recommend to Corporate Policy and Resources Committee to repeat the event from the last time and look at other options for future Armed Forces Day Events in the Borough and that work continues by Officers to agree activities and to research costs and methods of delivery.

7. CORRESPONDENCE

Correspondence, previously circulated, was presented by the Chair.

Correspondence was received by Limavady District LOL No.6 who wish to request the use of one of the council's beacons on Thursday 8th May 2025 and have it lit at 9.30pm on that evening to mark the 80th anniversary of VE Day and that Council would be responsible for the erecting, lighting and dismantling of the beacon.

In response to questions the Chief Executive advised that it may be possible to have staff available to facilitate the request, but it would be challenging due to other commitments with Council's Event in Coleraine and the NW200.

In response to questions the Chair confirmed this is a recent request and the organisers are aware of the event being organised by Council in Coleraine.

Proposed by Alderman Fielding
Seconded by Councillor Wilson and

AGREED – to recommend to Corporate Policy and Resources Committee to grant the request to use one of Council's beacons on Thursday 8 May with the caveat - if Council staff are available.

8. DATE OF NEXT MEETING - WEDNESDAY 2 APRIL 2025

The date of the next meeting will be Wednesday 2 April 2025 at 6pm.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6.27pm.

Chair

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