

**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 4 JUNE 2025**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>Nil</i>	<i>N/A</i>
2.	Declarations of Interest	<i>Nil</i>	<i>N/A</i>
3.	Election of Chair and Vice Chair		<i>N/A</i>
3.1	Election of Chair	<i>To recommend to Corporate Policy and Resources Committee that Alderman Knight-McQuillan is renominated to the position of Chair of the Commemoration and Celebration Committee.</i>	
3.2	Election of Vice Chair	<i>To recommend to Corporate Policy and Resources Committee that Alderman Fielding is nominated to the position of Vice Chair of the Commemoration and Celebration Committee.</i>	
4.	Minutes of Meeting held 7 May 2025	<i>Confirmed as a correct record</i>	<i>N/A</i>

5.	Commemoration Programme Update– HM Queen Elizabeth II.	<i>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.</i>	December 2026
6.	VE Day 2025 Review	<i>To recommend that Corporate Policy and Resources Committee notes this review of the event held on Thursday 08 May 2025 to commemorate VE Day 80.</i>	8 May 2025
7.	Armed Forces Day 2026 Update	<i>To recommend to Corporate Policy and Resources Committee that work continues by Officers to agree activities and to research costs and methods of delivery.</i>	June 2026
8.	Date of Next Meeting - Wednesday 03 September 2025	Wednesday 3rd September 2025	

**MINUTES OF THE MEETING OF THE
COMMEMORATION AND CELEBRATION SUB-COMMITTEE
HELD VIA VIDEO-CONFERENCE ON
WEDNESDAY 4 JUNE 2025 AT 6.06PM**

Chair: Alderman Knight-McQuillan (R)

In Attendance: Alderman Fielding (R)
Councillor Wisener (R)

Officers Present: M Quinn, Director of Corporate Services (R)
A Hamilton, Democratic and Central Services Manager (R)
S McLaughlin, Business Support Officer (R)
J Keen, Committee and Member Services Officer (R)

Press 2 no. (R)

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. ELECTION OF CHAIR AND VICE CHAIR

3.1 Nomination of Chair

Proposed by Alderman Fielding
Seconded by Councillor Wisener and

AGREED – to recommend to Corporate Policy and Resources Committee that Alderman Knight-McQuillan IS renominated to the position of Chair of the Commemoration and Celebration Committee.

3.2 Nomination of Vice Chair

Proposed by Councillor Wisener
Seconded by Alderman Knight McQuillan and

AGREED – to recommend to Corporate Policy and Resources Committee that Alderman Fielding IS nominated to the position of Vice Chair of the Commemoration and Celebration Committee.

4. MINUTES OF MEETING HELD 7 MAY 2025

Summary, previously circulated.

AGREED – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 7 May 2025 were confirmed as a correct record.

5. COMMEMORATION PROGRAMME UPDATE – HM QUEEN ELIZABETH II.

Report, previously circulated, was presented by the Director of Corporate Services.

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

As detailed in the Commemoration Programme attached at Appendix A, Members had previously asked that the idea of a modern style silhouette of the late Queen Elizabeth II with Paddington Bear and her beloved Corgis be explored.

As Members will be aware, the Northern Regional College has agreed to partner with the Council on this project.

Representatives from the Northern Regional College agreed to arrange a site meeting with the Chair of the Commemoration and Celebration Sub Committee to discuss further.

As previously agreed by Elected Members, a procurement exercise is currently active for the design and supply of an interior and exterior option using the following specifications:

Indoor:

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

Outdoor:

- Size: 3000mm x 1000mm
- Style: Queen Elizabeth's Favourite Flower - Rose
- Material: Corten Steel
- Location: TBC
- Outside

Financial Implications

Council has agreed a budget of £40,000 (2025/26) to continue with the delivery of the programme for Notices of Motion (a) and (b) and 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 Chair confirmed she would arrange a site meeting with representatives from the Northern Regional College to discuss designing a modern style silhouette of the late Queen Elizabeth II with Paddington Bear and her Corgis.

Proposed by Councillor Wisener
Seconded by Alderman Fielding 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. VE DAY 2025 REVIEW

For information report, previously circulated, was presented as read by the Chair.

Purpose of Report

The purpose of the report is to provide a review of the event held on Thursday 08 May 2025 to commemorate VE Day 80.

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 Event 2025

The VE Day 80 event was well attended with a footfall figure of 5,699 being recorded between 5:00pm and 11:00pm on the evening of 08 May 2025.

The area around Coleraine Town Hall proved successful as a venue and met the requirements for this event with the stage being set up in the entertainment space where a programme of entertainment commenced following the ringing of the Church Bells at 6:30pm.

Attendees were then invited to assemble at the Cenotaph at the opposite side of the Town Hall in time for the Parade arriving which was followed by the Act of Remembrance and lighting of the Beacon.

As Members are aware, the VE Day event coincided with the NW200 with Thursday 08 May 2025 being a race day. The NW200 Event Director arranged for a minute's silence to 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.

Positive feedback has been received from attendees who have expressed their appreciation regarding the event's organisation.

At the Corporate Policy and Resources Committee Meeting on Tuesday 27 May 2025, Elected Members wished to put on record their thanks regarding the planning and delivery of the VE Day 80 event. Praise and appreciation was expressed in terms of both employees and everyone who was involved in delivering what was described as an outstanding event.

Financial Implication

The costs associated with the VE Day 80 event are currently being collated and will be reported in due course.

Consultation Meeting

In preparation for the event, a number of consultation meetings were held with Stakeholder representatives in attendance. These meetings provided opportunities to consider ideas and views from the various stakeholders and the draft Programme was updated accordingly following each of these meetings.

Recommendation

It is recommended that Members note this review of the event held on Thursday 08 May 2025 to commemorate VE Day 80.

The Chair stated the VE Day 80 event was excellent, the crowds were fantastic, and the plans fell into place thanks to the staff. The Chair stated she has received a lot of positive feedback and is proud of the event. The Chair expressed her appreciation to all involved, Council staff and the external groups including the local schools.

The Chair requested contact details for the local schools who took part in the VE Day event so she could write a letter of thanks. The Business Support Officer stated she would provide this information.

Alderman Fielding echoed the comments from the Chair and stated the weather worked out well and it was an event that crossed all generations. Alderman Fielding stated that everyone involved should be thanked and the fact there are no complaints spoke volumes.

The Chair reflected on her memories of meeting Mr Irwin and Ms Robertson.

AGREED – to recommend that Corporate Policy and Resources Committee note this review of the event held on Thursday 8th May 2025 to commemorate VE Day 80.

7. 2026 ARMED FORCES DAY UPDATE

Report, previously circulated was presented by the Director of Corporate Services.

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.

Armed Forces Day 2026 will take place on Saturday 20 June 2026 which is the week before the rest of UK. This will allow us to maximise assets that might be used in other parts of the UK were it to be held on the same day.

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

The RAF has agreed that combining Armed Forces Day with the International Air Show would maximise the Council's chances of major assets. However, the earliest opportunity that the RAF can offer a steer on the Red Arrows availability will probably be September.

Financial Implications

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

Although a budget of £40,000 was set aside for 2025/26 to cover activities planned for by this Sub-Committee, it is anticipated that the majority of the spend associated with Armed Forces Day 2026 will be incurred in the 2026/27 financial year and should be factored into the Estimates for that 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 Director of Corporate Services advised that Armed Forces Day in 2026 will be a joint event with Airwaves and there will be a report presented to the Leisure and Development Committee in September with further information on the progress made over the summer months. The Director of Corporate Policy advised that Officers have been invited to the Armed Forces Day event in Ards and North Down this year to shadow and learn from this experience.

AGREED – to recommend to Corporate Policy and Resources Committee that work continues by Officers to agree activities and to research costs and methods of delivery.

8. DATE OF NEXT MEETING - WEDNESDAY 3 SEPTEMBER 2025

The date of the next meeting will be Wednesday 3 September 2025

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:19pm.

Chair