COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 4 MARCH 2026

No	Item	*Summary of Key Recommendations*	*Estimated Timescale for*
1.	Apologies	***Councillor McCully***	***N/A***
2.	Declarations of Interest	***Nil***	***N/A***
3.	Minutes of Meeting held 4 February 2026	***Confirmed as a correct record***	***N/A***
4.	Freedom of the Borough Events	***To recommend that the Corporate Policy and Resources Committee notes the update.***	***December 2026***
5.	Criteria for Future Freedom of the Borough Events	***To recommend that the Corporate Policy and Resources Committee considers the above criteria and suggested Nomination Procedure for the Award of Freedom of the Borough and recommend to Council agreed criteria and procedures going forward.***	***March 2026***
	'In Committee' (Items 6 – 7 inclusive)		

UNCONFIRMED

6.	Armed Forces Day 2026 Update	***To recommend that the Corporate Policy and Resources Committee notes the update, with further updates being provided through the Leisure & Development Committee on a monthly basis.***	***20 June 2026***
7.	Commemoration Programme Update – HM Queen Elizabeth II.	***To recommend that the Corporate Policy and Resources Committee consider the design ideas from the design provider (Appendix B) and that the information detailed in Appendix A is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.***	***December 2026***
8.	Date of Next Meeting	***Wednesday 1 April 2026 at 6pm***	

UNCONFIRMED

MINUTES OF THE MEETING OF THE COMMEMORATION AND CELEBRATION SUB-COMMITTEE HELD VIA VIDEO-CONFERENCE ON WEDNESDAY 4 MARCH 2026 AT 6.05PM

Chair: Alderman Knight-McQuillan

In Attendance: Alderman Fielding, Brown Stewart
Councillor Storey, Wisener

Officers Present: A Hamilton, Democratic and Central Services Manager
L Irwin, Acting Corporate Communications and Public Relations Manager
J Keen, Democratic Services Officer

Press 1 no.

Substitutions: Alderman Brown Stewart substituted for Councillor McCully

UNCONFIRMED

1. APOLOGIES

Apologies were recorded for Councillor McCully.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 04 FEBRUARY 2026

Summary, previously circulated.

AGREED – That the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 4 February 2026 were confirmed as a correct record.

*** Alderman Fielding joined the meeting at 6:08pm**

4. FREEDOM OF THE BOROUGH EVENTS

Report, previously circulated was presented by the Democratic and Central Services Manager.

Purpose of Report
The purpose of this report is to provide an update on the arrangements for conferring Freedom of the Borough awards and to consider arrangements for Freedom of the Borough requests.

Update
At the meeting of the Commemoration & Celebration Sub Committee on 05 November 2025, it was agreed that a Special Council Meeting be arranged for consideration of Hannah Scott's Freedom Of The Borough and the NI Prison Service.

The meeting was held on Tuesday, 6th January, 2026 to consider a Notice of Motion (NoM) proposed by Alderman Boyle, seconded by Councillor Mairs:

"That this Council award the Freedom of the Borough to Hannah Scott, in recognition of her outstanding achievement in winning a Gold Medal in the Women's Quadruple Skulls, as part of the Great Britain and Northern Ireland team, at the Paris 2024 Olympic Games. Hannah is the first woman from Northern Ireland to win an Olympic Gold Medal since 1972. Granting the Borough's highest honour to her would be a fitting recognition of her success, and status as a role model to all young people in this Borough, especially young women and girls."

To consider a Notice of Motion proposed Alderman Callan seconded by Alderman Fielding:

"That Causeway Coast and Glens Borough Council confers the Freedom of the Borough upon the Northern Ireland Prison Service. Recognising the immense sacrifice of those prison officers who served in Northern Ireland through its most difficult times, and indeed who continue until the present day to serve this community with great bravery; and under the most trying of circumstances, to uphold the rule of law and democracy in our prisons. Furthermore, it remembers and salutes those officers who gave the supreme sacrifice for King and Country."

NoM 1: That this Council award the Freedom of the Borough to Hannah Scott:
The Mayor stated the Notice of Motion was unanimously agreed.

It was **RESOLVED –** That Council Support The Notice of Motion.

NoM 2: That this Council award the Freedom of the Borough to the Northern Ireland Prison Service:

The Mayor put the motion to the Council to vote.
20 Members voted For,11 Members voted Against.

UNCONFIRMED

The Mayor declared the motion carried.

It was **RESOLVED** – That Council Support The Notice of Motion.

Both recipients have been notified and informally accepted the Award.

The date that Council will award the Freedom of the Borough to Hannah Scott is Saturday 18th April at 11.30am in Coleraine Town Hall.

Discussions are in motion regarding the date that Council will award the Freedom of the Borough to the Northern Ireland Prison Service.

Members will be updated as plans progress.

Criteria for Future Freedom of the Borough Events
An outline of criteria for future Freedom of the Borough Events was verbally presented at the 05 November meeting of the Commemoration & Celebration Sub Committee. This will be available as a report to be considered at the March 2026 meeting.

Financial Implications
It is estimated that each Freedom of the Borough Event costs in the region of £8,000.

A budget of £20,000 was set aside for 2025/26 for Civic Functions, which covers Freedom Ceremonies.

A budget of £20,000 is included in the 2026/27 estimates for Civic Functions, which covers Freedom Ceremonies.

Recommendation
It is recommended that Members note the update.

AGREED – to recommend that the Corporate Policy and Resources Committee note the update.

5. CRITERIA FOR FUTURE FREEDOM OF THE BOROUGH EVENTS

Report, previously circulated was presented by the Democratic and Central Services Manager.

Purpose of Report
The purpose of this report is to provide an outline of criteria for future Freedom of the Borough Events for Members' consideration and approval.

UNCONFIRMED

Background
Criteria were verbally presented at the 05 November 2025 meeting of the Commemoration & Celebration Sub Committee.

Suggested Criteria for Consideration
The following key areas for consideration have been gathered by considering criteria used by several other UK councils for conferring the Freedom of the Borough where it is proposed that one or more of the following are used as the criteria for the award. The person has:

- demonstrated exceptional achievement or service to the community which is outstanding in its field
- made a real difference in their field of work or their community
- brought distinction to the Borough or enhanced its reputation
- given outstanding military service
- demonstrated innovation, entrepreneurship or exceptional business acumen which has delivered benefits to the Borough
- evidenced exceptional charitable service to the Borough, through either a national or locally based charity
- evidenced exceptional voluntary service to the Borough or any part of it or community within it
- carried the respect of and inspired his/her peers
- significantly improved the lot of those less able to help themselves or suffering disadvantage
- promoted community cohesion
- contributed to the Borough beyond the call of duty in a way that stands out above others
- Only in exceptional circumstances should consideration be given to the admission of organisations.

As this is the highest honour that a Borough council can grant, it should be used sparingly and should not be given too often to preserve its status and value. Accordingly, other than in exceptional circumstances, no more than one nominee will be taken forward annually and there is no obligation to approve any of the nominations.

UNCONFIRMED

Suggested Nomination Procedure for the Award of Freedom of the Borough
Eligibility

Nominees for the award of freedom of the Borough must be persons/organisations of distinction who, in the opinion of the Council, have rendered eminent service to the Borough and have either:

(a) lived in the Borough; or
(b) worked or been based in the Borough; or
(c) been born in the Borough.

- The nominee for Freedom of the Borough can be an individual or an organisation. Serving councillors, serving members of Committees, the Elected Mayor or serving council employees will not be considered.

- Nominations can only be made via a Notice of Motion (NoM) to Council as per Standing Order 15 (1).

- Councillors and the Elected Mayor can only propose or support one nomination for Freedom of the Borough in a financial or calendar year. Only nominations which meet the eligibility criteria for assessment qualify as the one nomination.

- Nomination Process
  - Submission

- As outlined above, Nominations can only be made via a Notice of Motion (NoM) to Council as per Standing Order 15 (1).

- Nominations should state how the nominee meets the eligibility criteria and include an explanation as to why the nominee is an eminent person/organisation who/which has rendered eminent service to the area and is deserving of the award of Freedom of the Borough.

- NoMs shall be submitted in writing (by hard copy or email), signed by the Member or Members of the Council giving the notice and seconded, to the Clerk not later than at least seven clear days before the next Meeting of the Council. This will be date and time stamped. The motion must be clear in meaning otherwise it shall be rejected within 48 hours until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.

UNCONFIRMED

Recommendation
It is recommended that Members consider the above criteria and suggested Nomination Procedure for the Award of Freedom of the Borough and recommend to Council agreed criteria and procedures going forward.

Proposed by Alderman Brown Stewart
Seconded by Councillor Wisener and

AGREED – to recommend that the Corporate Policy and Resources Committee considers the above criteria and suggested Nomination Procedure for the Award of Freedom of the Borough and recommends to Council agreed criteria and procedures going forward.

MOTION TO PROCEED *'IN COMMITTEE'*

Proposed by Councillor Storey
Seconded by Councillor Wisener and

AGREED – that the Commemoration and Celebration Sub Committee moves '*In Committee'.*

*** Press left the meeting at 6:15pm**

6. ARMED FORCES DAY 2026 UPDATE

Confidential report, by virtue of paragraph(s) 1, 2 and 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland), previously circulated, was presented by the Democratic and Central Services Manager.

Purpose of Report
The purpose of this report is to give an update on Armed Forces Day 2026 which will take place in the Borough on 20th June 2026.

Recommendation
It is recommended that Sub-Committee notes the update, with further updates being provided through the Leisure & Development Committee on a monthly basis.

In response to questions regarding the specific locations being used to host Armed Forces Day the Democratic and Central Services Manager advised she would provide details to the Sub Committee Members once she had them.

UNCONFIRMED

AGREED – to recommend that the Corporate Policy and Resources Committee notes the update, with further updates being provided through the Leisure & Development Committee on a monthly basis.

7. COMMEMORATION PROGRAMME UPDATE – HM QUEEN ELIZABETH II.

Confidential report, by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland), previously circulated, was presented by the Democratic and Central Services Manager.

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

Recommendation
It is recommended that the design ideas from the design provider (Appendix B, previously circulated) are considered by Members. It is further recommended that the information detailed in Appendix A (previously circulated) is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

In response to the Chair the Democratic and Central Services Manager confirmed she would pass on the contact details of a local artist to the Procurement Officer so they can be included in the procurement exercise for the indoor artwork.

Discussion ensued regarding the design ideas. It was agreed that the Democratic Services Manager would arrange a meeting between the design provider, staff and Elected Members. Members also agreed to consider the design options with their respective party groups and determine a preferred design at the next Sub-Committee meeting.

AGREED – to recommend that the Corporate Policy and Resources Committee consider the design ideas from the design provider (Appendix B) and that the information detailed in Appendix A is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

Councillor Storey stated that Museums NI hold historical items relating to the Prison Service and requested consideration is given to loaning relevant items for the Freedom of the Borough ceremony being held later in the year for the Northern Ireland Prison Service.

UNCONFIRMED

8. DATE OF NEXT MEETING

The Democratic and Central Services Manager advised that due to a clash in the corporate calendar the date of the next meeting needs to be changed from Wednesday 8 April 2026, and suggested Wednesday 1 April 2026 at 6pm.

Sub Committee Members agreed for the next meeting to be held on Wednesday 1 April 2026 at 6pm.

MOTION TO PROCEED *'IN PUBLIC'*

Proposed by Councillor Storey
Seconded by Alderman Brown Stewart and

AGREED – to recommend that the Commemoration and Celebration Sub Committee moves '*In Public'.*

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:52pm.

_____

Chair

UNCONFIRMED