

Title of Report:	Correspondence
Committee Report Submitted To:	The Council Meeting
Date of Meeting:	4 August 2026
For Decision or For Information	For Decision
To be discussed In Committee	No

Linkage to Council Strategy (2021-25)			
Strategic Theme	Cohesive Leadership		
Outcome	Council operates as one effective and efficient corporate unit with a common purpose and culture		
Lead Officer	Director of Corporate Services		
Estimated Timescale for Completion			
Date to be Completed		N/A	
Budgetary Considerations			
Cost of Proposal			
Included in Current Year Estimates		No	
Capital/Revenue		N/A	
Code		N/A	
Staffing Costs		N/A	
Legal Considerations			
Input of Legal Services Required		YES/NO	
Legal Opinion Obtained		YES/NO	
Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

1.1 The purpose of the report is to present correspondence for Members' consideration.

1.2 The following correspondence items have been received following Armed Forces Day 2026:

2.0 Councillor Dawn Huggins, Mayor, CC&GBC, correspondence to Chief Executive CC&GBC (Letter dated 21st June 2026, copy attached)

3.0 Maurice Bradley, MLA, correspondence to Chief Executive CC&GBC (email dated 22nd June 2026, copy attached)

4.0 Councillor Tanya Elder, CC&GBC, correspondence to Chief Executive CC&GBC (email dated 24th June 2026, copy attached)

5.0 Gordon Lyons, MLA – Minister for Communities, correspondence to Chief Executive, CC&GBC (letter dated 25th June 2026, copy attached)

6.0 Gordon Lyons, MLA – Minister for Communities, correspondence to Mayor, CC&GBC (letter dated 25th June 2026, copy attached)

7.0 Calvin Bailey, Minister for Veterans and People, correspondence to Mayor, CC&GBC (letter dated 29th June 2026, copy attached)

8.0 Jim Shannon, MP (letter dated 30th June 2026, copy attached)

9.0 Recommendation

It is recommended that Council considers the correspondence.

From: Dawn Huggins
Sent: 21 June 2026 10:17
To: David Jackson
Cc: Dawn Huggins
Subject: Mayors thanks - AFD

Good morning David

Following the tremendous success of our Armed Forces Day event yesterday, I wanted to take this opportunity, as Mayor, to extend my sincere thanks and appreciation to all Council staff for the outstanding work that went into making the day such a success.

Events of this scale do not happen by chance. They are the result of months of planning, coordination, dedication and teamwork, and I know that staff from many departments worked tirelessly behind the scenes to ensure that everything ran so smoothly. From the very early preparations to the clear up - the professionalism and commitment shown by our Council Employees was evident throughout.

Thanks to the efforts of Council staff, we were able to provide a fitting celebration that reflected the pride and gratitude felt across the borough.

The positive feedback received from attendees, participants and visitors is a testament to the hard work and dedication of everyone involved. Your collective efforts helped create an event that brought people together, strengthened the community spirit and showcased the very best of Causeway Coast and Glens.

In addition to its civic and commemorative importance, the event also delivered a significant economic benefit to Coleraine. The large number of visitors attending throughout the day provided a welcome boost to local businesses, including cafes, restaurants, shops and other service providers. It was encouraging to see our town centre bustling with activity, demonstrating how well organised events can support local trade while promotion Coleraine as a welcoming destination for future visitors.

Please convey my thanks to all members of staff who contributed in any way, whether in planning, logistics, operations, communications, facilities, administration or support roles. Every contribution played a part in the success of the day.

Thank you once again for your leadership and for the commitment of your staff. It is a privilege to work alongside such a dedicated team.

Can I please ask you to forward this to all Departments and also have the Deputy Mayor, in my absence, at the full council meeting on the 30th June read out to the members.

With very best wishes

Dawn

Councillor Dawn Huggins

Mayor

Causeway Coast and Glens Council

07966504064

From: JM Bradley
Sent: 22 June 2026 11:44
To: David Jackson
Subject: Armed Forces Day

Good morning David,

Thank you for an exceptional day on Saturday.

From arrival to departure, it was a thoroughly enjoyable day.

However, the success of the day was largely down to the organisation.

To this, may I take the opportunity to pay a personal thank-you to you, your leadership as Chief Executive helped ensure all went well.

Also to the staff of Causeway Coast and Glens Borough Council for their efficiency, quiet organisation throughout the day, pre-planning, and post-planning ensuring minimum disruption throughout the day.

As someone with a background in press, [congratulations](#) to the entire PR team for informing the public leading up to the event and ensuring Causeway Coast and Glens name and ability to organise, run and manage major events was published on the day, including photographs.

Please pass on my [congratulations](#) to all staff involved in what was a tremendous day that will live long in the memory of all who were privileged to attend.

Regards,

Maurice

From: Tanya Stirling <tanyastirlingdup@gmail.com>

Sent: 24 June 2026 12:04

To: David Jackson <David.Jackson@causewaycoastandglens.gov.uk>

Subject: Armed Forces Day 2026

Dear Chief Executive,

I am writing, as the Elected Member who proposed the Notice of Motion for Armed Forces Day 2026, to formally express my sincere thanks to Council staff for their outstanding contribution to what was a truly exceptional event in Coleraine.

Armed Forces Day was a major civic occasion for our borough, bringing together veterans, serving personnel, cadets, families and the wider community in a day of recognition, respect and celebration.

The success of the event reflects the professionalism, dedication and commitment of Council staff across all departments, whose planning and delivery ensured everything ran seamlessly.

The feedback from the public has been overwhelmingly positive and this is a direct reflection of the hard work, teamwork and attention to detail shown by everyone involved in the preparation and delivery of the day.

Please pass on my thanks to all staff involved for their contribution to making Armed Forces Day 2026 such a success for the Causeway Coast and Glens area.

Yours sincerely,

Councillor Tanya Elder

Causeway Coast and Glens Borough Council

From: The Minister

David Jackson
Chief Executive
Causeway Coast and Glens Borough Council
Cloonavin
66 Portstewart Road
Coleraine
BT52 1EY

Email: david.jackson@causewaycoastandglens.gov.uk

25 June 2026

Dear David,

Armed Forces Day 2026

I am writing to express my sincere thanks to you and your team at Causeway Coast and Glens Borough Council for the tremendous effort that went into organising this year's Armed Forces Day. It was a genuinely excellent event, and one that I know meant a great deal to veterans, serving personnel, and their families across the community.

I want to pay particular tribute to your events team. Occasions like Armed Forces Day require months of careful planning, significant logistical coordination, and a real commitment to getting the details right – and it was clear on the day that all of that work had been done to an exceptionally high standard. The atmosphere was wonderful, the organisation was seamless, and everyone involved should feel proud of what they delivered.

Armed Forces Day is an important opportunity to recognise the dedication and sacrifice of those who serve and have served in our armed forces, as well as their families. Events like this one play a vital role in honouring that service and in building connections between our military community and the wider public. Causeway Coast and Glens has demonstrated that it takes that responsibility seriously.

Please pass on my personal thanks to everyone in the events team, Elected Members and to all those across the Council who contributed to making the day such a success. Their hard work and dedication did not go unnoticed.

Yours sincerely



**Gordon Lyons MLA
Minister for Communities**

From: The Minister

Councillor Dawn Huggins
Mayor
Causeway Coast and Glens Borough Council
Cloonavin
66 Portstewart Road
Coleraine
BT52 1EY

Email: mayorsoffice@causewaycoastandglens.gov.uk

25 June 2026

Dear Dawn,

Armed Forces Day 2026

I am writing to thank you sincerely for the kind invitation to attend Armed Forces Day in Coleraine. It was a privilege to be there, and I am very glad I was able to join you for what proved to be a truly memorable occasion.

I want to offer you my personal congratulations on the outstanding way in which you led the day. From the parade through to the events in the Town Hall and the Drumhead Service, the occasion was carried with real dignity and warmth, and that tone was set in no small part by your leadership throughout.

Thank you also for your remarks. Both in the Town Hall and at the Drumhead service, you struck exactly the right note – honouring the service and sacrifice of our armed forces with sincerity and respect, while ensuring the occasion felt meaningful for everyone present.

What made your contribution on the day all the more meaningful is that you bring to it your own experience as a veteran. You were not simply presiding over an event – you were speaking and leading as someone who has served, and that made a real difference. It lent your words an authenticity and authority that will not have been lost on those in attendance, particularly those who have worn the uniform themselves.

Armed Forces Day matters. It is an opportunity to say to those who serve and have served, and to their families, that their contribution is recognised and valued. As a veteran yourself, you understand that better than most, and it showed on the day.

I would also like to take this opportunity to wish you well for the year ahead in office. I have no doubt that you will serve the Borough with the same commitment and warmth that was so evident on the day, and I look forward to working with you in the time ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gordon Lyons', with a stylized, flowing script.

Gordon Lyons MLA
Minister for Communities



Ministry
of Defence

MINISTRY OF DEFENCE
FLOOR 5, MAIN BUILDING
WHITEHALL, LONDON SW1A 2HB

Tel: 020 7218 9000 (switchboard)

CALVIN BAILEY MBE MP
Minister for Veterans and People

4-4-2-31/TD

29 June 2026

Dear Dawn,

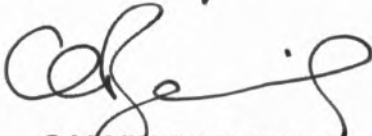
Thank you so much for hosting me as part of Coleraine's Armed Forces Day. I was delighted that my first ministerial visit was to Northern Ireland, which makes a disproportionate contribution to our nation's Armed Forces and is home to such a thriving Armed Forces community.

The event was exceptional. You and your team should be immensely proud of running such a successful Armed Forces Day, bringing the local community together in celebration of our Armed Forces. The considerable work required to deliver the event of this scale was evident throughout the day and certainly not lost on me. Congratulations on such an outstanding achievement.

I was especially pleased to see so much of the Armed Forces Community represented, and to see how enthusiastically the local community engaged with them. Whilst those currently serving are at the forefront of protecting our nation, a resilient Armed Forces community depends upon recognising and supporting service families, veterans and the bereaved. That spirit was evident in Coleraine, particularly the vibrant local charitable sector that does so much of the heavy lifting in supporting the community.

Leading the celebrations were the wonderful cadets and reservists who, so often, are the public face of our armed forces. They put on a parade to remember magnificently supported by their bands – a proud demonstration of local service. It was a real privilege to meet so many remarkable people throughout the day, David Johnstone in particular.

Thank you once again for everything you do supporting our Armed Forces community and for giving me such a memorable and inspiring start to my ministerial role.

Yours sincerely

CALVIN BAILEY MP

From: Jim Shannon MP <jim.shannon.mp@parliament.uk>

Sent: 30 June 2026 11:34

To: info <info@causewaycoastandglens.gov.uk>

Subject: (Case Ref: JS33183)

Good morning

I hope this finds you well. I wanted to write to offer my congratulation to Council on a very successful Armed Forces Day event.

The day was amazing and well organised – thank you to all those involved in making this event such a success.

Kind Regards

Jim Shannon MP