

**MINUTES OF THE MEETING OF THE  
COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING HELD  
VIA VIDEO-CONFERENCE ON  
WEDNESDAY 11 DECEMBER 2024 6.06 PM**

- Chair:** Alderman Knight-McQuillan
- In Attendance:** Alderman Fielding
- Officers Present:** M Quinn, Director of Corporate Services  
S Duggan, Civic Support & Committee & Member Services Officer
- In Attendance:** Councillor MA McKillop
- Press:** 3 no.

The Director of Corporate Services undertook a roll call of Sub-Committee Members present.

The Director of Corporate Service advised the meeting clashed and it was invited to adjourn.

Alderman Fielding stated he was content.

The meeting adjourned to Tuesday 17 December 2024 at 6.00pm.

The meeting adjourned at 6.08pm.

**RECONVENED COMMEMORATION AND CELEBRATION SUB-COMMITTEE  
MEETING  
HELD TUESDAY 17 DECEMBER 2024  
(ADJOURNED FROM WEDNESDAY 11 DECEMBER 2024)**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1.</b>	Apologies	<i>Nil</i>
<b>2.</b>	Declarations of Interest	<i>Nil</i>
<b>3.</b>	Minutes of the Coronation Sub Committee meeting held Tuesday 22 October 2024	<b><i>Confirmed as a correct record</i></b>
<b>4.</b>	Commemoration Programme Update – HM Queen Elizabeth II	<b><i>To recommend to Corporate Policy and Resources Committee that the update as detailed in Appendix A (circulated) 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></b>
<b>5.</b>	VE day 2025	<b><i>To recommend to Corporate Policy and Resources Committee that the draft Programme for VE Day 2025 is approved, that work commences in order to agree activities and to research costs and methods of delivery.</i></b>
<b>6.</b>	Armed Forces Day 2026	<b><i>To recommend to Corporate Policy and Resources Committee that work commences by</i></b>

		<b><i>Officers to agree activities and to research costs and methods of delivery.</i></b>
<b>7.</b>	Date of Next Meeting	<b><i>Wednesday 5th February 2025 at 6pm.</i></b>

**MINUTES OF THE MEETING OF THE  
COMMEMORATION AND CELEBRATION SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO-CONFERENCE ON  
TUESDAY 17 DECEMBER 2024 AT 6.00PM  
(RECONVENED FROM WEDNESDAY 11 DECEMBER 2024)**

**Chair:** Alderman Knight-McQuillan (C)

**In Attendance:** Alderman Fielding (C), Councillor Huggins (C), Councillor McCully (C)

**Non Sub Committee**

**Members Present:** Councillor Kyle (R)

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

**In Attendance:** A Lennox, ICT Mobile Officer (C)  
M Kennedy, ICT Mobile Officer (C)

Press 3 (no) (R)

The Director of Corporate Services undertook a roll call of Committee Members present.

**1. APOLOGIES**

There were no apologies received.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF THE CORONATION SUB COMMITTEE MEETING HELD  
TUESDAY 22 OCTOBER 2024**

**AGREED** – that the Minutes of the Coronation Sub Committee meeting held Tuesday 22 October 2024 were confirmed as a correct record.

**4. 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 5 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 (circulated).

## **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, consideration can now be given to finances as part of the Estimates process for 2025-26. An initial estimate of £40,000 has been submitted as part of the Estimates process, 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 (circulated) 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 Director of Corporate Services asked Sub Committee Members for comments on the size, style, material and location of a memorial to Queen Elizabeth II.

The Chair stated that a fitting memorial would be a bust of Queen Elizabeth II and it could be located in Coleraine Town Hall. There are similar memorials for King George and Queen Mary made of marble and these still look distinctive.

Councillor Huggins suggested having a design for something inside and outside, in order to present options for consideration.

In response to questions, the Director for Corporate Services confirmed that Council need to give artists an idea of what Council want in terms of design and location for the memorial, that options are a work progress for this and comments from Sub Committee Members will be included.

In terms of the silhouette of Queen Elizabeth II with Paddington Bear and corgis, the renaming of streets and the Portrush to Bushmills Greenway proposals, the Director of Corporate Services cited from the report to provide an update on the status of these.

In relation to tree planting projects, Alderman Fielding stated that different locations than that planted in 2021 for the NI Centenary should be used, there should still be one planted in each of the 7 District Electoral Areas. Further discussion ensued and it was agreed that a list of suggested locations would be submitted to the Director of Corporate Services, these would be presented to Corporate Policy and Resources Committee in January 2025 for consideration.

Discussion ensued regarding the open space for the Memorial Garden. It was suggested by the Chair that the silhouette of Queen Elizabeth II with Paddington Bear and corgis and the wall made of tiles designed by children would be placed in the memorial garden.

**AGREED** – To recommend to the Corporate Policy and Resources Committee that the update as detailed in Appendix A (circulated) 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.

## 5. VE DAY 2025 UPDATE

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

### **Purpose of Report**

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

### **Background**

On 1<sup>st</sup> 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 22<sup>nd</sup> October 2024, to include commemorating VE Day 2025. It was also agreed to rename the Coronation Sub-Committee to Commemoration and Celebration Sub-Committee.

### **Draft VE Day Programme 2025**

Officers are now working towards delivering a programme of activity. The initial Draft VE Day Programme is attached at Appendix A (circulated), for consideration and approval.

This Programme will be updated as and when activities have been agreed.

The VE Day Anniversary Guide is included in Appendix B (circulated), along with correspondence received in relation to Bell Ringers Appendix C (circulated), and Animals that serviced, Appendix D (circulated).

### **Financial Implication**

A budget should be agreed in order to progress with activities associated with VE Day.

Consideration should be given to the financial implications as part of the Estimates process for 2025-26. A total budget of £40K has been proposed as part of the 2025/26 rates setting process to include activities and expenditure associated with the Commemorative Sub Committee.

### **Equality Implications**

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

### **Other considerations**

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

### **Recommendation**

**It is recommended** that the draft Programme for VE Day 2025 is approved and that work commences in order to agree activities and to research costs and methods of delivery.

Discussion ensued regarding the timing of the NW200 races on 8 May 2025. It was confirmed that racing on the day was between 9:00am and 3:00pm and 4:45pm and 9:00pm.

Councillor Huggins stated the timings of the NW200 races should not detract from the VE Day and what is being commemorated. Councillor Huggins outlined her vision for the day as follows - That there would be a parade led by a military band leading all Veterans involved in Veteran organisations in the Borough, not just Royal British Legions. The parade could commence at Coleraine Leisure Centre and parade to the War Memorial in the town centre, followed by an act of Remembrance, including the reading of names, and laying of a wreath at the War Memorial. The Veterans Champion along with the Mayor and Deputy Mayor should be at the front of the parade. After the act of Remembrance there should be a party themed celebration to include stage set up at the town hall with acts such as choirs, school choirs, war themed scenarios / acts giving entertainment, there should also be bunting and some tables and chairs available for people who would like to bring a picnic to enjoy the entertainment on stage. Consideration should be given to having some military vehicles and stands set up, for example similar to Armed Forces Day, but on a smaller scale and to include food street vendors.

Councillor Huggins stated the urgency of starting to prepare for the VE Day celebrations, to ensure the required people and resources are available.

The Chair stated the set times for events on the day are the Church bells ringing at 6:30pm and the lighting of the beacons at 9:30pm. The Chair stated it would be good to have the act of Remembrance before the Church bells ringing, local Churches need to be contacted to arrange the ringing of the bells with St Patrick's Church of Ireland in the town centre being the closest Church to the event. The Chair stated the sequence of events should not be too fragmented and suggested a programme of events between 6:00pm and 9:30pm.



Consideration was given to community choirs being invited to come together as one choir to perform, 'I Vow to Thee my Country'.

**AGREED** – To recommend to Corporate Policy and Resources Committee that the draft Programme for VE Day 2025 is approved and that work commences in order to agree activities and to research costs and methods of delivery.

## **6. ARMED FORCES DAY 2026 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.

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.

Consideration should be given to the financial implications as part of the Estimates process for 2025-26, however it is anticipated that the majority of the spend will be incurred in the 2026/27 financial year.

### **Equality Implications**

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

### **Recommendation**

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

There were no questions for the Officer.

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

## **7. DATE OF NEXT MEETING**

The date of the next meeting was proposed as Wednesday 5th February 2025 at 6pm.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6.35pm.

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Chair