

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

| <b>No</b>  | <b>Item</b>   | <b>Summary of Key Recommendations</b>  | <b>Estimated Timescale for completion</b> |
|------------|---|--|---|
| <b>1.</b>  | Apologies   | <b><i>Nil</i></b>  |   |
| <b>2.</b>  | Declarations of Interest  | <b><i>Nil</i></b>  |   |
| <b>3.</b>  | Minutes of Meeting held 11 December 2024  | <b><i>Confirmed as a correct record</i></b>  |   |
| <b>4.</b>  | VE Day 2025 Update  |  |   |
| <b>4.1</b> | Mervyn Whyte, NW200 Event Director will be in attendance to provide an overview of NW200 on 08 May 2025 | <b><i>To recommend to the 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.</i></b> | <b><i>8 May 2025</i></b>                  |
| <b>5.</b>  | Commemoration Programme Update– HM Queen Elizabeth II   | <b><i>To recommend to the Corporate Policy and Resources Committee that the update as detailed in Appendix A is noted and that work continues by Officers in order to</i></b>  | <b><i>December 2026</i></b>               |

|           |                                      |  |                  |
|-----------|--------------------------------------|--|------------------|
|           |                                      | <b>research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II and that a meeting is set up with the Northern Regional College in relation to the art project.</b> |                  |
|           |                                      |  |                  |
| <b>6.</b> | Armed Forces Day 2026 Update         | <b>Noted</b>   | <b>June 2026</b> |
|           |                                      |  |                  |
| <b>7.</b> | Date of Next Meeting – 05 March 2025 | <b>5 March 2025</b>  |                  |

**MINUTES OF THE MEETING OF THE  
COMMEMORTION AND CELEBRATION SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO-CONFERENCE ON  
WEDNESDAY 5 FEBRUARY 2025 AT 6.09 PM**

- Chair:** Alderman Knight-McQuillan (C)
- In Attendance:** Alderman Fielding (C), Councillor Huggins (C)
- Officers Present:** M Quinn, Director of Corporate Services (C)  
S McLaughlin, Business Support Officer (C)  
J Keen, Committee and Member Services Officer (C)
- In Attendance:** M Whyte, Event Director NW200 (C)
- R Finlay, ICT Officer (C)  
C Ballentine, ICT Officer (C)
- Substitution:** Councillor Huggins substituted for Councillor Wilson

The Director of Corporate Services 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 11 DECEMBER 2024**

Summary, previously circulated.

**AGREED** – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 11 December 2024 were confirmed as a correct record.

**4. VE DAY 2025 UPDATE**

**4.1 Mervyn Whyte, NW200 Event Director will be in attendance to provide an overview of NW200 on 08 May 2025**

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 Draft VE Day Programme is attached at Appendix A (circulated), for consideration and approval.

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

### **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.

Consideration has also been given to the financial implications of the Commemoration and Celebration Sub Committee’s work 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 going forward.

### **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 8 May 2025 is race day, road closures will be in place which may impact on planned activities for VE Day.

### **Consultation Meeting**

A Consultation meeting took place on 29 January 2025 at Coleraine Town Hall with various Stakeholder representatives in attendance.

A draft Programme was considered and agreed and is now attached at Appendix B (circulated).

A further meeting will be held on Wednesday 19 February 2025.

### **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 Chair advised that in relation to the programme of events the ringing of the bells and beacon lighting are times which are set, and the timing of the other events are flexible.

The Chair invited Event Director, NW200 to speak.

Event Director, NW200 stated that the NW200 are keen to be part of the VE Day celebrations. Event Director, NW200 stated 3 suggestions which could be included:

1. To have 1 minute silence at the front of the racing grid before the National Anthem is played at the start of the first race, NW200 officials, riders and teams will be included at the front of the grid and those in the grand stands will also be involved in the 1 minute silence.
2. A fly past at the beginning of the racing in front of the start area; this is in the hands of the Council.
3. There are a number of military vehicles available to the Coleraine & District Motor Club and these could be made available for a military vehicle show along the coast road. The only cost associated with this is transport costs.

Event Director, NW200 stated that there are variables within road racing such as issues that occur with closing the roads and red flags. Event Director, NW200 stated that the time of when it starts to get dark needs to be considered as the racing needs to be finished before then. Event Director, NW200 stated

that if there is not a race occurring during the ringing of the bells and the Act of Remembrance there will be a pause in racing during this time. The racing will be finished for the Lighting of the Beacon.

In response to questions Event Director, NW200 stated that there will be publicity in relation to the VE Celebrations and the BBC can do a piece. Event Director, NW200 stated that Council personnel can be present for the 1-minute silence in front of the grid.

Councillor Huggins stated that it was good to hear how stakeholders are working together to make both events successful.

\* **Event Director, NW200 left the Chamber at 6:27pm**

Proposed by Councillor Huggins  
Seconded by Alderman Fielding and

**AGREED** – to recommend to the 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 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 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 advised that correspondence had been received from the Northern Regional College stating that they were considering the proposal and their input.

The Director of Corporate Services proposed that it is included in the recommendation that a meeting is set up with the Northern Regional College in relation to the art project. This meeting will include the Chair of the Commemoration and Celebration Sub Committee.

Proposed by Alderman Fielding  
Seconded by Councillor Huggins                      and

**AGREED** – to recommend to the 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 and that a meeting is set up with the Northern Regional College in relation to the art project.

## **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 (circulated).

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 has been 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 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 this report is for noting.

Sub Committee NOTED the report.

## **7. DATE OF NEXT MEETING - WEDNESDAY 05 MARCH 2025**

The date of the next meeting will be Wednesday 5 March at 6pm.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6.31pm.

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Chair