

**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 3 SEPTEMBER 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.	Minutes of Meeting held 4 June 2025	<i>Confirmed as a correct record</i>	<i>N/A</i>
4.	Commemoration Programme Update– HM Queen Elizabeth II.	<i>To recommend to Corporate Policy and Resources Committee that the information as detailed in Appendix A, previously 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>	
5.	VJ Day 2025 Review	<i>To recommend that Corporate Policy</i>	

		<i>and Resources Committee note this review of the activities held on Friday 15 August 2025 to commemorate VJ Day</i>	
6.	Armed Forces Day 2026 Update	<i>To recommend that the Corporate Policy and Resources Committee note the update, and work continues by Officers across Council Departments to agree activities and to research costs and methods of delivery</i>	<i>June 2026</i>
7.	Freedom of the Borough Events	<i>To recommend that Corporate Policy and Resources Committee defer for one month to allow Elected Members the opportunity to discuss on how to move forward then refer to Corporate Policy and Resources Committee Meeting for decision</i>	

8.	Date of Next Meeting - Wednesday 08 October 2025	<i>Wednesday 8 October 2025</i>	
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**MINUTES OF THE MEETING OF THE
COMMEMORATION AND CELEBRATION SUB-COMMITTEE
HELD VIA VIDEO-CONFERENCE ON
WEDNESDAY 3 SEPTEMBER 2025 AT 6.06PM**

Chair: Alderman Knight-McQuillan (R)

In Attendance: Alderman Fielding (R) Councillor McCully (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)
I Owens, Committee and Member Services Officer
(R)

Press 2 no. (R)

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 4 JUNE 2025

Summary, previously circulated.

AGREED – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 4 June 2025 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 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, previously circulated.

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 information as detailed in Appendix A, previously 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 reported that there had been little progress in this regard over the summer recess and advised that the Procurement Officer was assisting in terms of the Procurement exercise element.

Alderman Knight-McQuillan advised that she would meet with Northern Regional College representatives to get back on track with the joint working initiative.

AGREED – To recommend to Corporate Policy and Resources Committee that the information as detailed in Appendix A, previously 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. VJ DAY 2025 REVIEW

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

Purpose of Report

The purpose of the report is to provide a review of the activities held to commemorate VJ Day on Friday 15 August 2025.

Background

On 03 June 2025, Council resolved to agree the following Notice of Motion:

“Following the successful event ran by council for the 80th anniversary of Victory in Europe, I propose that council look at an event to remember and commemorate the end of the second world war (VJ Day).

As significant, as VE day was in 1945 we need to remember the sacrifice by many of our service personnel who continued the war for freedom for a further three months.”

VJ Day 2025 Activities

The Council marked the 80th Anniversary of VJ Day with the flying of Commemorative Flags at both Coleraine and Ballymoney Town Halls and also at the Council Offices at Riada House, Ballymoney and Connell Street Limavady.

In addition, the Council's Museums Service continued to welcome visitors to their exhibition, 'Cheers and Tears' which included information on both VE Day and VJ Day and told the stories of the people from Causeway Coast and Glens who witnessed unfolding in 1945.

More information can be found on the Council's website by clicking on the Link, previously circulated.

In order to further mark VJ Day and as requested by the Northern Ireland Office, Council's Headquarters, Cloonavin was lit up white for two hours on the evening of 15 August 2025.

Recommendation

It is recommended that Members note this review of the activities held on Friday 15 August 2025 to commemorate VJ Day.

AGREED – To recommend that Corporate Policy and Resources Committee note this review of the activities held on Friday 15 August 2025 to commemorate VJ Day.

The Director of Corporate Services spoke of the success of VJ Day and the quick turnaround in organizing the event and said that positive feedback had been received. The Director of Corporate Services referred Elected Members to links to photos and press releases on the Causeway Coast and Glens Borough Council website.

Alderman Knight-McQuillan said that VJ Day had went really well with a short time to organize and welcomed the Museum exhibiting artefacts at the Market which encouraged the public to visit the exhibition.

Alderman Knight-McQuillan also said that the Church service was well attended and said a well done to staff involved.

The Director of Corporate Services said it had been remiss of her not to welcome the newly appointed Democratic and Central Services Manager to the meeting.

6. 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, previously circulated.

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.

Director of Corporate Services attended the Ards and North Down (AND) Airshow in June, and has subsequently met with the lead in AND following a post event evaluation.

Head of Tourism and Events will present a report to Leisure and Development Committee in September, to ask Elected Members to consider if Council wish to proceed with planning and delivery of the Northern Ireland International Airshow in 2026.

In addition, Elected Members will be asked to assess options presented for a standalone delivery of the Air Show, or delivery in tandem with Armed Forces Day 2026.

Financial Implications

A budget should be agreed 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. Estimated budget at this stage is £100K

Equality Implications

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

Recommendation

It is recommended that Sub-Committee note the update, and work continues by Officers across Council Departments to agree activities and to research costs and methods of delivery.

AGREED – To recommend that the Corporate Policy and Resources Committee note the update, and work continues by Officers across Council Departments to agree activities and to research costs and methods of delivery.

The Director of Corporate Services said this Item was the outworkings of a Notice of Motion brought to Council in 2023 with agreement to table from the end of this summer for Armed Forces Day on 20 June 2026; A report will be brought to the Leisure and Development Committee meeting in September regarding Airshow delivery when Elected Members will be asked to consider options including whether to deliver one or two events.

The Director of Corporate Services said that she had attended Armed Forces Day at Ards and North Down Borough Council in June and met the lead organiser and said that the post-event evaluation was very helpful.

The Director of Corporate Services advised that RAF had been corresponded with in terms of aircraft availability and said although there had been no confirmation as yet that she recognised the demands on this resource.

In terms of the financial implications the Director of Corporate Services said that it would be circa £100,000 based on Council using its own assets; There is currently £40,000 in this year's budget.

Regarding reporting mechanism the Director of Corporate Services said that the direction of travel would be via Leisure and Development Committee meetings.

At the request of Alderman Knight-McQuillan the Director of Corporate Services advised that the Red Arrows were not available in June, only September, however may be able to undertake a flypast in June, confirmation expected to be received by end September 2025.

At the request of Councillor McCully, re deliverability of the USA 250th Anniversary event, the Director of Corporate Services advised that details have yet to be confirmed.

Councillor McCully said it could be argued that the Commemorative and Celebration Sub Committee takes forward as it is Commemorative and Celebration and that consideration be given to tightening up the Terms of Reference in this regard.

The Director of Corporate Services agreed to feedback to Senior Management team and would provide an update for the next Sub Committee meeting.

7. FREEDOM OF THE BOROUGH EVENTS

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

Purpose of Report

The purpose of this report is to provide a review on the arrangements for conferring Freedom of the Borough awards and to consider arrangements for Freedom of the Borough requests.

Background

At the Council Meeting on 03 December 2019, Council resolved to agree the following Notice of Motion:

"Freedom of the Borough Arrangements

Council notes the existing arrangements for Freedom of the Borough.

Council proposes that in future:

A single event is held in the latter part of Year 4 of the Council term.

Up to 4 FOB's may be bestowed on worthy citizens or organisations.

Recommendations for FOB's will go forward to a sub committee established for the purpose.

The Committee will also establish basic criteria upon which to determine whether a FOB has been met.

The Committee will put forward the 4 names to CPR/Full Council."

Appendix B of the Standing Orders provides further detail re Ceremonial protocol:

“Conferring the Freedom of the Borough

- *Members may propose to confer the Freedom of the Borough on individuals or organisations whose contribution to the Council area is deemed worthy of official recognition. The process shall be instigated by a notice of motion and should include a three hundred word citation that explains the nomination*
- *Consideration of the proposal shall take place at a Special meeting of the Council.*
- *The decision to award the Freedom of the Borough shall be made by a simple majority vote of the Members attending the Special Meeting.*
- *The Freedom of the Borough will be conferred to the recipient by the Mayor at a special event to be arranged by the Council’s Democratic Services team”.*

Freedom of the Borough – Health and Social Care Workers

The Council held a Freedom of the Borough Event on 19 April 2024 for the Health and Social Care Workers in both the Northern and Western Health Trusts after resolving to agree to the following Notice of Motion:

“That this Council awards the Freedom of the Borough to all health and care workers who have and continue to provide selfless, dedicated and high-quality lifesaving care to patients and family members in NHS facilities, community settings and households across Causeway Coast and Glens.”

It had been agreed at that time to proceed with this event as it had been awarded mainly for services through Covid.

Requests for Freedom of the Borough Events

At the Council Meeting on 03 September 2024, the following Notices of Motion were agreed and referred to the Working Group:

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.”

Proposed by Councillor Stirling, Seconded by Alderman Callan

"I ask that Causeway Coast and Glens Borough Council bestow the Freedom of the Borough onto Hannah Scott in recognition of her amazing achievement of helping Team GB and NI win gold in a thrilling women's quadruple sculls final at the Paris 2024 Olympics."

Proposed by Councillor Kyle, Seconded by Councillor McAuley

"In light of Hannah Scott's tremendous achievement in winning a gold medal during the Paris 2024 Olympics, we the above propose that Causeway Coast and Glens Borough Council suitably recognise Hannah with an event in Coleraine, the home of her rowing club, also we propose to consider a fitting and lasting tribute that may act as an inspiration to many young people who strive to the best in the world of their chosen sport."

A "home-coming" event was held in Coleraine, to celebrate Hannah Scott's achievements, on 14th August 2024.

The following Citation was received from Councillor Callan with a view to Council considering The Northern Ireland Prison Service for a Freedom of the Borough:

"The Northern Ireland Prison Service (NIPS) has a long-standing history of dedicated service and sacrifice, playing a vital role in upholding law and order across the region. As an integral part of the criminal justice system, NIPS has consistently demonstrated professionalism, resilience, and commitment in maintaining public safety and facilitating the rehabilitation of those in custody."

Magilligan Prison, located in the Causeway Coast and Glens Borough, is one of Northern Ireland's key custodial facilities. Over the years, it has provided vital employment opportunities to the local community, contributing significantly to the

region's social and economic fabric. The prison's staff, past and present, have shown unwavering dedication, working in often challenging circumstances to ensure the security of the institution while fostering an environment that supports personal growth and rehabilitation for those incarcerated.

The service has faced significant challenges throughout its history, particularly during periods of a terrorism campaign in Northern Ireland. NIPS personnel have often put themselves in harm's way, demonstrating exceptional courage and sacrifice to uphold justice and safeguard the community. Their work, both inside and beyond the prison walls, has been instrumental in maintaining order and supporting peacebuilding efforts across Northern Ireland.

Magilligan Prison also exemplifies the broader mission of NIPS, balancing security with humanity and fairness. Through educational programs, vocational training, and other rehabilitative initiatives, the prison plays a critical role in helping individuals reintegrate into society as law-abiding citizens.

The Northern Ireland Prison Service's legacy of service, sacrifice, and commitment to justice is a testament to the men and women who have served within its ranks. Their enduring contributions to the rule of law and community safety continue to be deeply valued by society."

Members should note that the above Citation has not yet been considered by Council.

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.

Recommendation

It is recommended that, as per Item 2.1 above, Members consider establishing basic criteria upon which to determine whether a Freedom of the Borough is merited and then put forward any eligible names for consideration by Council via the Commemorative & Celebration Sub-Committee or Corporate Policy & Resources Committee.

With Members' agreement, Officers will bring the suggested criteria for consideration at the next Sub Committee Meeting.

It should be noted that Local Government Elections are due to be held in 2027 and a period of sensitivity should be adhered to on the lead-up to the Elections.

It is therefore suggested that any agreed Freedom of the Borough Events should be held in the Spring and/or Autumn of 2026.

The Director of Corporate Services advised that no contact had been made with potential recipients and scheduling would be subject to their timetable and availability.

Alderman Knight-McQuillan said that while there were worthy recipients there may be a requirement to rethink due to potential for conflict of interest/cultural clash and said that the purpose of bestowing the Freedom of the Borough was to recognize a great service to community or a great work done.

Alderman Knight-McQuillan also spoke of the increased costs of catering provision when giving consideration to numbers and referred to the cost of recent Freedom Events.

At the request of Councillor McCully the Director of Corporate Services advised on the process of rescinding a Notice of Motion, and any deviations or changes to a Notice of Motion.

Councillor McCully said that the matter would merit discussion between Group Leaders if there was a wish to deviate before further discussions or looking at criteria as per recommendations.

At the request of Alderman Knight-McQuillan the Director of Corporate Services advised that the Sub Committee could propose that the matter is deferred pending further discussions.

Alderman Knight-McQuillan suggested that a decision be deferred for one month with a recommendation that a decision is reached at Corporate Policy and Resources on deviations.

The Director of Corporate Services said she would like to see a decision reached no later than November 2025 for a potential spring event to enable a lead-in time of three months for Officers.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Wisener and

AGREED – To recommend that Corporate Policy and Resources Committee defer for one month to allow Elected Members the opportunity to discuss on how to move forward then refer to Corporate Policy and Resources Committee Meeting for decision.

Councillor McCully said he was conscious that all parties were not represented and could contribute when tabled at the ~~next~~ Corporate Policy and Resources Committee meeting.

8. DATE OF NEXT MEETING - WEDNESDAY 8 OCTOBER 2025

The date of the next meeting will be Wednesday 8 October 2025

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:37 pm.

Chair