

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

<b>No</b>	<b>Item</b>	<b><i>Summary of Key Recommendations</i></b>	<b><i>Estimated Timescale for completion</i></b>
<b>1.</b>	Apologies	<b><i>Councillor Storey</i></b>	<b><i>N/A</i></b>
<b>2.</b>	Declarations of Interest	<b><i>Nil</i></b>	<b><i>N/A</i></b>
<b>3.</b>	Minutes of Meeting held 03 September 2025	<b><i>Confirmed as a correct record</i></b>	<b><i>N/A</i></b>
<b>4.</b>	Commemoration Programme Update – HM Queen Elizabeth II.	<b><i>To recommend that the Corporate Policy and Resources Committee note the information as detailed in Appendix A 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><i>December 2026</i></b>
<b>5.</b>	Armed Forces Day 2026 Update	<b><i>To recommend that the Corporate Policy and Resources Committee note the update, with further updates being provided through the Leisure &amp; Development</i></b>	<b><i>June 2026</i></b>

		<b><i>Committee on a monthly basis.</i></b>	
<b>6.</b>	Freedom of the Borough Events	<p><b><i>To recommend to the Corporate Policy and Resources Committee that:</i></b></p> <ul style="list-style-type: none"> <li>- <b><i>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 &amp; Celebration Sub-Committee or Corporate Policy &amp; Resources Committee (going forward)</i></b></li> <li>- <b><i>Officers will bring the suggested criteria for consideration at the next Sub Committee Meeting.</i></b></li> <li>- <b><i>a period of sensitivity should be adhered to on the lead-up to the Local Government Elections due to be held in 2027 and any agreed Freedom of the Borough Events should be held in the Spring and/or Autumn of 2026.</i></b></li> <li>- <b><i>that Hannah Scott is contacted first to ascertain her availability for a Freedom of the Borough event; following confirmation of Hannah Scott's</i></b></li> </ul>	<b><i>June 2026</i></b>

		<b><i>availability, the Freedom of the Borough event for the Northern Ireland Prison Service will be arranged.</i></b>	
<b>7.</b>	Date of Next Meeting - TBC	<b><i>Wednesday 7 January 2026</i></b>	

**MINUTES OF THE MEETING OF THE  
COMMEMORATION AND CELEBRATION SUB-COMMITTEE  
HELD VIA VIDEO-CONFERENCE ON  
WEDNESDAY 5 NOVEMBER 2025 AT 6.00PM**

**Chair:** Alderman Knight-McQuillan

**In Attendance:** Alderman Fielding, Councillor Wisener

**Officers Present:** M Quinn, Director of Corporate Services  
A Hamilton, Democratic and Central Services Manager  
J Keen, Committee and Member Services Officer

Press 2 no.

**1. APOLOGIES**

Apologies were recorded for Councillor Storey.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF MEETING HELD 3 SEPTEMBER 2025**

Summary, previously circulated.

**AGREED** – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 3 September 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.

Further information was provided under the following headings:

- Background
- Commemoration Programme
- Financial Implications

- Equality Implications

### **Recommendation**

**It is recommended** that the information 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 Chair confirmed she would contact the Northern Regional College to arrange a meeting to discuss designing the “modern style silhouette of the late Queen Elizabeth II with Paddington Bear and her beloved Corgis”.

**AGREED** – to recommend that the Corporate Policy and Resources Committee note the information as detailed in Appendix A 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. 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.”*

A report went to Leisure & Development Committee in September 2025. Councillor Huggins requested that a monthly progress report on Armed Forces Day is brought to the Leisure and Development Committee, beginning in October 2025.

A report was provided to the Leisure & Development Committee in October 2025 outlining ongoing planning for the 2026 Armed Forces Day.

### **Recommendation**

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

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

## **6. 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.

At the meeting of the Commemoration and Celebration Sub Committee of 03 September 2025, it was 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.

Further information was provided under the following headings:

- Background
- Requests for Freedom of the Borough Events
- Financial Implications

### **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 provided suggestions of what could be included as criteria for meriting the Freedom of the Borough.

The Democratic and Central Services Manager provided details of the criteria for meriting the Freedom of the Borough for 3 Councils in England.

Sub Committee Members discussed the importance of agreeing the number of Freedom of the Borough Events per annum as well as the criteria for them and that a timescale for delivery should also be agreed.

During discussion it was agreed that the Freedom of the Borough events for Hannah Scott and the Northern Ireland Prison Service, as detailed within the report, will be arranged for Spring and Autumn 2026 and that Hannah Scott will be contacted in the first instance to confirm her availability to attend a Freedom of the Borough event.

The Director of Corporate Services advised a Special Council Meeting will be arranged to consider the Freedom of the Borough events for Hannah Scott and the Northern Ireland Prison Service.

Proposed by Councillor Wisener  
Seconded by Alderman Fielding and

**AGREED** – to recommend to the Corporate Policy and Resources Committee 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 (going forward)
- Officers will bring the suggested criteria for consideration at the next Sub Committee Meeting.
- a period of sensitivity should be adhered to on the lead-up to the Local Government Elections due to be held in 2027 and any agreed Freedom of the Borough Events should be held in the Spring and/or Autumn of 2026.

- that Hannah Scott is contacted first to ascertain her availability for a Freedom of the Borough event; following confirmation of Hannah Scott's availability, the Freedom of the Borough event for the Northern Ireland Prison Service will be arranged.

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

The date of the next meeting will be held on Wednesday 7 January 2026 at 6pm.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:39pm.

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Chair