

**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 7 JANUARY 2026**

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 05 November 2025	<i>Confirmed as a correct record</i>	<i>N/A</i>
4.	Commemoration Programme Update – HM Queen Elizabeth II.	<i>To recommend that the Corporate Policy and Resources Committee note 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 and that the Ulster University is invited to work on the project for the statue of the late Queen Elizabeth II.</i>	<i>December 2026</i>
5.	Armed Forces Day 2026 Update	<i>To recommend that the Corporate Policy and Resources Committee notes the update, with further updates being</i>	<i>June 2026</i>

		<i>provided through the Leisure & Development Committee on a monthly basis.</i>	
6.	Freedom of the Borough Events	<i>To recommend to the Corporate Policy and Resources Committee note the update.</i>	<i>June 2026</i>
7.	Date of Next Meeting - Wednesday, 4 th February 2026 at 6pm.	<i>Wednesday 4 February 2026 at 6pm.</i>	

**MINUTES OF THE MEETING OF THE
COMMEMORATION AND CELEBRATION SUB-COMMITTEE
HELD VIA VIDEO-CONFERENCE ON
WEDNESDAY 7 JANUARY 2026 AT 6.19PM**

Chair: Alderman Knight-McQuillan

In Attendance: Alderman Fielding, Councillor McCully, 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

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 05 NOVEMBER 2025

Summary, previously circulated.

AGREED – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 5 November 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, 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.

This meeting is in progression and an update will be provided going forwards.

As previously agreed by Elected Members, a procurement exercise was carried out 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.

However, the procurement department received no responses from the procurement exercise. Members may wish to consider working with Ulster University or Northern Regional College in relation to progressing this project.

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 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.

Members may wish to consider working with Ulster University or Northern Regional College in relation to progressing this project.

In response to questions the Director of Corporate Services stated that designing and making a statue of the late Queen Elizabeth II would be a great opportunity for an artist.

The Democratic and Central Services Manager advised that the Procurement Officer felt that working with the Ulster University or Northern Regional College for the statue was a good option.

During discussion it was considered that in order to make progress with the project for the statue it would be best to invite the Ulster University to work on the project.

AGREED – to recommend that the Corporate Policy and Resources Committee note 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 and that the Ulster University is invited to work on the project for the statue of the late 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 this report is to give an update on Armed Forces Day 2026 which will take place in the Borough on 20th June 2026.

Further information was provided within the report under the following headings:

- Background
- Leisure and Development Committee report
- Update on Planning and Draft Armed Forces Day Programme
- Financial Implications
- Equality Implications

Recommendation(s)

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

The Democratic and Central Services Manager provided an update on the previous multiagency meeting and confirmed the next meeting will be held on 15 January 2026.

In response to questions regarding incorporating a theme relating to the 250 USA project the Director of Corporate Services advised this was unlikely to be an option and there will be a separate event for this project.

AGREED – to recommend that the Corporate Policy and Resources Committee notes 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 an update on the arrangements for conferring Freedom of the Borough awards and to consider arrangements for Freedom of the Borough requests.

Update

At the meeting of the Commemoration & Celebration Sub Committee on 05 November 2025, it was agreed that a Special Council Meeting be arranged for consideration of Hannah Scott's Freedom Of The Borough and the NI Prison Service. The meeting is due to be on Tuesday, 6th January, 2026.

Criteria for Future Freedom of the Borough Events

An outline of criteria for future Freedom of the Borough Events was verbally presented at the 05 November meeting of the Commemoration & Celebration Sub Committee. This will be available as a report to be considered at the February 2026 meeting.

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.

A budget of £20,000 is included in the 2026/27 estimates for Civic Functions, which covers Freedom Ceremonies.

Recommendation

It is recommended that Members note the update.

The Director of Corporate Services advised that the Freedom of the Borough events for Hanah Scott and the Northern Ireland Prison Service were approved at the Special Council Meeting held on 6 January 2026 and that the events will occur within the 2026 calendar year.

The Director of Corporate Services advised that a date will be arranged for the Freedom of the Borough event for Hannah Scott first and that it is hoped here would be an indication of dates for this at the next Sub Committee meeting.

AGREED – to recommend to the Corporate Policy and Resources Committee note the update.

7. DATE OF NEXT MEETING – WEDNESDAY 4 FEBRUARY 2026 AT 6PM

The date of the next meeting will be held on Wednesday 4 February 2026 at 6pm.

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

Chair