COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 3 JUNE 2026

No	Item	*Summary of Key Recommendations*	*Estimated Timescale for*
1.	Apologies	***Councillor Wilson***	***N/A***
2.	Declarations of Interest	***None***	***N/A***
3.	Minutes of Meeting held Wednesday 1st April 2026	***Confirmed as a correct record***	
4.	Nomination of Chair and Vice-Chair		
4.1	Nomination of Chair	***To recommend to Corporate Policy and Resources that Alderman Knight-McQuillan be renominated to the position as Chair of Commemoration and Celebration Sub Committee***	
4.2	Nomination of Vice Chair	***To recommend to Corporate Policy and Resources Committee that Alderman Fielding be nominated to the position of Vice Chair of the Commemoration and Celebration Sub Committee***	

5.	Freedom of the Borough Events	***Information***	***December 2026***
	'In Committee' (Items 6 – 7 inclusive)		
6.	Armed Forces Day 2026 Update	***Information***	***20 June 2026***
7.	Commemoration Programme Update – HM Queen Elizabeth II.	***Information***	***December 2026***
8.	Date of Next Meeting	**2nd September 2026**	-

MINUTES OF THE MEETING OF THE COMMEMORATION AND CELEBRATION SUB-COMMITTEE HELD VIA VIDEO-CONFERENCE ON WEDNESDAY 3 JUNE 2026 AT 6.00PM

Chair: Alderman Knight-McQuillan

In Attendance: Alderman Fielding
Councillor McCully, Storey, Wisener

Officers Present: A Hamilton, Democratic and Central Services Manager
I Owens, Democratic Services Officer

Press 1 no.

1. APOLOGIES

Apologies were recorded for Councillor Wilson

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 1 APRIL 2026

Summary, previously circulated.

AGREED – That the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 1 April 2026 were confirmed as a correct record.

Change to Order of Business
The Chair advised that following the Annual Meeting the Commemoration and Celebration Sub Committee required to appoint a Chair and Vice Chair at this this point in the proceedings.

4. NOMINATION OF CHAIR AND VICE CHAIR

4.1 Nomination of Chair

The Democratic and Central Services Manager invited proposals for Chair of Commemoration and Celebration Sub Committee.

Proposed by Alderman Fielding

Seconded by Councillor Storey and

AGREED – To recommend to Corporate Policy and Resources that Alderman Knight-McQuillan be renominated to the position as Chair of Commemoration and Celebration Sub Committee.

4.2 Nomination of Vice Chair

The Democratic and Central Services Manager invited proposals for Vice Chair of Commemoration and Celebration Sub Committee.

Proposed by Councillor Storey
Seconded by Councillor McCully and

AGREED – To recommend to Corporate Policy and Resources Committee that Alderman Fielding be nominated to the position of Vice Chair of the Commemoration and Celebration Sub Committee.

5. FREEDOM OF THE BOROUGH EVENTS

Report, previously circulated, was presented by the Democratic and Central Services Manager.

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 was held on Tuesday, 6th January, 2026 to consider a Notice of Motion (NoM) 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."

To consider a Notice of Motion proposed Alderman Callan seconded by Alderman Fielding:

"That Causeway Coast and Glens Borough Council confers the Freedom of the Borough upon the Northern Ireland Prison Service. Recognising the immense sacrifice of those prison officers who served in Northern Ireland through its most difficult times, and indeed who continue until the present day to serve this community with great bravery; and under the most trying of circumstances, to uphold the rule of law and democracy in our prisons. Furthermore, it remembers and salutes those officers who gave the supreme sacrifice for King and Country."

NoM 1: That this Council award the Freedom of the Borough to Hannah Scott: The Mayor stated the Notice of Motion was unanimously agreed.

It was **RESOLVED –** That Council Support The Notice of Motion.

NoM 2: That this Council award the Freedom of the Borough to the Northern Ireland Prison Service: The Mayor put the motion to the Council to vote.
20 Members voted For,11 Members voted Against.
The Mayor declared the motion carried.

It was **RESOLVED** – That Council Support The Notice of Motion.

Hannah Scott was awarded the Freedom of the Borough on Saturday 18th April at 11.30am in Coleraine Town Hall. The event is now widely regarded as being an exemplar of excellence and a high standard which further Freedom of the Borough events should aim to achieve. The event was exceptionally well co-ordinated with unique PR angles and online coverage.

On Friday, 28th August, 2026, Council will award the Freedom of the Borough to the Northern Ireland Prison Service.

An initial planning meeting took place successfully progressed in May in Roe Valley Arts Centre with a follow up meeting scheduled in June. There will be a parade as part of the event. There will be an exhibition of the Prison Service to coincide with the event.

Members will be updated as plans progress.

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 was available as a report to be considered at the March 2026 meeting. The Minutes of this meeting were subsequently brought to the March meeting of the Corporate Policy and Resources Committee and passed for consideration at the Council meeting of April 2026.

The criteria for future Freedom of the Borough Events was agreed at the Council meeting of April 2026.

Financial Implications
It is estimated that each Freedom of the Borough Event costs in the region of £8,000.

A budget of £50,000 was set aside for 2026/27 for Civic Functions, which covers Freedom Ceremonies.

Recommendation
It is recommended that Members note the update.

The Chair said she regretted that she had been unable to attend but spoke positively of the press coverage, the success of the event and how much it had been enjoyed by Hannah Scott.

Alderman Fielding concurred with the Chair saying that Hannah Scott was a deserved recipient and acknowledged the work which was involved to make it such a successful event.

At the request of Councillor McCully regarding the status of further requests for Freedom of the Borough the Chair advised that there was a scoping exercise to be undertaken prior to tabling at a Special Meeting of Council. The Democratic and Central Services Manager agreed to follow up with Councillor McCully regarding actions for Freedom of the Borough requests.

The Democratic and Central Services Manager agreed to follow up on a request from Councillor Storey regarding guest list for the Northern Ireland Prison Service Freedom of the Borough.

Sub Committee NOTED the update.

MOTION TO PROCEED '*IN COMMITTEE*'

Proposed by Councillor Storey
Seconded by Councillor Wisener and

AGREED – that the Commemoration and Celebration Sub Committee moves '*In Committee'.*

*** Press left the meeting at 6.17 pm**

6. ARMED FORCES DAY 2026 UPDATE

Confidential report, by virtue of paragraph(s) 1, 2 and 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland), previously circulated, was presented by the Democratic and Central Services Manager.

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.

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.

Monthly reports have been provided to the Leisure & Development Committee since October 2025 outlining ongoing planning for the 2026 Armed Forces Day.

The last report was provided to the Leisure & Development Committee in May 2026 outlining ongoing planning for the 2026 Armed Forces Day.

Update on Planning and Draft Armed Forces Day Programme
Armed Forces Day (AFD) will take place on Saturday 20 June 2026 which is the week before the rest of the UK and officers are working towards the preparation of a programme of activity.

Planning update for the 2026 Armed Forces Day was previously circulated.

An AFD Communications Working Group has been set up and has met twice, the most recent meeting being on 21.05.26. Options for promotion of the event were discussed across multiple platforms as well as procedures for finalising branding with the relevant agencies. The logistics of 'on the day' communications were discussed as well as crisis communications, should these be required. This group will continue to meet regularly in the run up to the event.

Details of financial Implications were previously circulated.

Equality Implications
The Armed Forces Day Programme is currently undergoing the screening process in accordance with Council's Policies and Procedures.

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.

Sub Committee NOTED the update.

7. COMMEMORATION PROGRAME UPDATE – HM QUEEN ELIZABETH II

Confidential report, by virtue of paragraph(s) 1, 2 and 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland), previously circulated, was presented by the Democratic and Central Services Manager.

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."

Further information was previously circulated regarding**:-**

- Commemoration Programme
- The Indoor Artwork
- The Outdoor Artwork
- Financial Implications
- Equality Implications

Recommendation

It is recommended that members note the update. In addition, the updated design ideas from design provider (in Appendix C, previously circulated) are attached for Members. It is further recommended that the information detailed in Appendix A, previously circulated, is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

The Democratic and Central Services Manager provided an update on engagement with design provider and potential locations for artwork.

[redacted]

The Democratic and Central Services Manager advised that the Equality and Diversity Officer had undertaken the necessary screening which would now be outsourced for an external independent EQIA for wider public consultation.

The Democratic and Central Services Manager said that further information [redacted] would be brought to the September Commemoration and Celebration Sub Committee.

[redacted]

At the request of Councillor McCully around the timeline for the EQIA the Democratic and Central Services Manager agreed to update the Sub Committee.

[redacted]

Sub Committee NOTED the update.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor McCully
Seconded by Councillor Storey and

AGREED – to recommend that the Commemoration and Celebration Sub Committee moves '*In Public'.*

8. DATE OF NEXT MEETING

The date of the next meeting will be held ~~prior to the August Land and Property and Strategic Assets Sub Committee Meeting~~[1].

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:45pm.

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Chair

[1] The next meeting will be held on Wednesday 2 September 2026 at 6pm.