

Title of Report:	Queen's Platinum Jubilee & NI100
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	15 March 2022
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Resilient, Healthy & Engaged Communities Accelerating our Economy and Contributing to Prosperity
Outcome	Council will work to develop and promote stable and cohesive communities across the Borough Promoting the Borough as an attractive place to live, work, invest and visit
Lead Officer	Head of Community & Culture

Budgetary Considerations	
Cost of Proposal	N/A (Included within agreed budget)
Included in Current Year Estimates	N/A
Capital/Revenue	Revenue
Code	TBC
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	yes	January 2021 Jubilee Feb 2022
	EQIA Required and Completed:	no	Date: n/a
Rural Needs Assessment (RNA)	Screening Completed	yes	February 2021 Jubilee Feb 2022
	RNA Required and Completed:	no	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	no	Date:
	DPIA Required and Completed:	no	Date:

1.0 Purpose of Report

The purpose of this report is to seek approval for the addition of two further projects within Council's Queen's Jubilee Programme.

The report also provides members with a record of the agreed note from Council's NI100 Working Group meetings held in October 2021 and January 2022 respectively.

2.0 Background

Following a report to Leisure & Development Committee on 16th November 2021, Council approved an amended Terms of Reference for the NI 100 Working Group to incorporate the Queen's Jubilee Programme in January 2022.

A programme of activities was subsequently presented to the Committee in January and approved by Council in February 2022, alongside a budget of £50,000 as a special event.

The working group, having met on the 24th February, requested the inclusion of two additional activities to be delivered within the existing budget available:

- A jubilee inspired food event - A food event with the theme of the Jubilee Pudding similar to the pudding competition being delivered through the official Queens Platinum Jubilee Programme.
- Beacons Lighting Ceremonies, one in each legacy area, delivered by suitable third party organisations. Council are in possession of four gas beacons which could be utilised for such activities.

Subject to Council's approval, the working group will scope out the details to ensure the deliverability of these activities with the support of relevant third parties and council service areas.

3.0 Notes of Working Group

A copy of the notes from the working group meetings held in October and January are also attached in **Annex A** for information.

4.0 Recommendations

The report recommends the approval of two additional activities as laid out within the report, subject to available resources to deliver same.

ANNEX A



**Causeway
Coast & Glens
Borough Council**

**Report of NI 100 Centenary Working Group
Thursday 28th October 2021, 6.00pm
Virtual Meeting via MS Teams**

Present

Members: Ald. M. Knight-McQuillan (Chair), Cllr. J. McAuley, Ald. G Duddy

Officers: Z. Curry Business Support Officer, J. Elliott Town & Village Manager, D. Jackson CE, S. McMaw Head of Performance, M. Orr Service Support Officer, E. Montgomery HIS

NO.		ACTIONS
1.	Welcome	
	The Chair opened and welcomed everyone to the meeting	
2.	Apologies	
	Cllr R. Holmes, Mayor Ald. J. Baird, Cllr. A. Callan (Ald. G. Duddy deputising) J. Austin, Museum Services R. Baker, Director D. Connolly, Arts Service Development Manager E. Doherty, Civic Support Officer P. Donaghy, Democratic & Central Services Manager R. Downey Sport & Wellbeing Development Unit Manager C. Dunne, Funding Unit A. McAuley, Corporate communications Manager W. McCullough, Head of Sport and Wellbeing H. Perry, Museums Development Manager P. Thompson, Head of Tourism & Recreation	

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NO.		ACTIONS
	<p>J. Welsh, Head of Community & Culture Dr Nic Wright, Community Engagement Officer Dr A. Charles</p>	
3	Notes of Meeting held on 23rd September 2021	
	Agreed	
4.	Matters Arising	
	No Matters Arising	
5.	Project Updates – Verbal updates	
	<p>Partition in Ireland Partition of Ulster 1919 – 1922 Four workshops have now been arranged in local secondary schools and will be held in person.</p> <p>Reflections of the Causeway Coast and Glens The book is now at the design stage for completion by 29th November.</p> <p>Our Famous Sons & Daughters The exhibition will be opening next week, 3rd November, in Ballymoney Museum and will run until end of January 2022.</p> <p>American Connections Sourcing funding continues. The recent funding application was unsuccessful, however the project has now been signposted to National Lottery Grants for Heritage.</p> <p>100 Objects 100 Years 50 objects have been showcased so far. Details of the reach on social media has been included at Annex A. Exhibition will open in Ballymoney Museum on 14th January 2022 moving to RVACC next September.</p>	

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NO.	ACTIONS	
	<p>Ulster University Interactive Video Project Covid 19 has led to delays with this project. It is now due to be completed by the end of November.</p> <p>Eat Local Celebration The Town and Village Manager provided an update to Members. The dinner to launch the project is now confirmed for Thursday 25th November in the Arcadia, which will also be celebrating 100 years this year. The event will also be linked with the Slow Food Causeway Programme. The invite list is currently being drawn up and proposed to include:</p> <ul style="list-style-type: none"> • NI 100 Working Group Chair and Vice Chair • Mayor • 6 Board Members from Taste Causeway • 2 staff members involved with NI 100 projects <p>A discussion is due to take place on Monday with Sharon Scott from Taste Causeway regarding the remaining places. Possibility of all Members on Committee attending. Numbers will be kept between 18-20.</p> <p>Contact to be made with the Chair on Tuesday to discuss, following the meeting with Taste Causeway.</p> <p>The Chair enquired as to whether the Mayor will also be presenting on the Arcadia. This had not been considered and the Chair will mention this to him.</p> <p>Stained Glass Window The Head of Performance provided an update. A meeting took place this week to discuss the first draft design. Blown up images were provided along with the detail for each image included. Parties were asked to have discussions on the first draft. Changes are already being suggested and a further review is planned for Monday</p>	<p>JE to arrange call.</p> <p>Chair to speak with Mayor.</p>

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NO.		ACTIONS
	<p>1st Nov. This process is expected to continue with a number of further drafts being produced for review.</p> <p>Members agreed that it was important to take time with this process to ensure that the right decisions are made and that the final design is the correct one. It is also important the designer understands the process, the work itself is not being criticised, changes are only being made with regards to the choices of images made.</p> <p>Once the final design is agreed then permissions and copyrights will be checked regarding the use of the final images, and screening will be carried out. It will then be presented to Council for the final decision.</p> <p>Cllr J. McAuley joined the meeting 18.26.</p> <p>Any further feedback on the first draft is required before Monday evening.</p> <p>London Event E. Montgomery provided an update on the itinerary for the event scheduled for 12th and 13th November. <i>12th November</i></p> <ul style="list-style-type: none"> • Lunch with Trustees of the Honourable the Irish Society at the Guildhall. • Attendance at the Silent Ceremony – Installation of Lord Mayor of London. • Tour of Drapers Company. • Evening Reception with the new Lord Mayor. <p><i>13th November</i></p> <ul style="list-style-type: none"> • Viewing the Lord Mayor’s Show from St Paul’s Cathedral with a number of VIP’s. • Lunch at the Wren Suite at St Paul’s. 	

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NO.		ACTIONS
	<p>Community Grant Programme The Chair advised that she had attended some events and that the groups have done an excellent job. Although some negative feedback has been received, most of the groups have met what they set out to do in line with the aims of the grant programme.</p> <p>Groups are still being contacted to confirm dates of events to arrange some PR were possible. Some have been delayed due to restrictions.</p> <p>Ald. G. Duddy declared an interest in the Portstewart Regeneration event. Due to issues with a frozen bank account the event was delayed. It has now started and should finish in January. It involves a series of talks.</p> <p>Cllr. J McAuley declared an interest in the Glebe Ranger’s Project. He enquired if a variance could be made to the project at this stage, or if it was too late. Due to the rising costs, the project would need to be scaled down considerably. The plan was originally to have approximately 20 banners made but now it would only be a maximum of eight, which does not represent good value for money or use of funds. The brackets are costing more than the banners. May change to a number of pop-up banners rather than those on lamp posts.</p> <p>In the absence of the Community Development Manager, information was provided on the usual process for such a request. The group should contact both the Funding Unit and the CD Manager to request a change. Requests to change have previously been accommodated.</p> <p>The Town and Village Manager suggested a conversation might be useful regarding the lamppost brackets as these are used within her service area.</p>	

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NO.		ACTIONS
6.	Finance Report	
	The Finance Report was previously circulated. All projects are on track with some underspend including that for the Community Trees, with plaques and trees costing less than anticipated.	
7.	Any Other Relevant Business	
	None	
8.	Date of Next Meeting	
	<p>The next meeting scheduled for the 25th November clashes with the launch of the Eat Local Event. The December meeting also clashes with a Mayoral Event.</p> <p>The Chair suggested, as the agenda is becoming lighter, that the Nov/Dec meetings could be amalgamated. Z. Curry to contact Democratic Services regarding potential dates. Possibility of tagging onto the end of another meeting.</p>	Z. Curry to look into dates for next meeting.

Meeting closed at 6.55pm

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**Causeway
Coast & Glens
Borough Council**

**Report of NI 100 Centenary Working Group
Wednesday 19th January 2022, 6.00pm
Virtual Meeting via MS Teams**

Present

Members: Ald. M. Knight-McQuillan, Cllr. R. Holmes Mayor, Ald. J. Baird, Cllr. A. Schenning, Cllr. J. McAuley

Officers: J. Welsh Head of Community & Culture, P. Thompson Head of Tourism and Recreation, Z. Curry Business Support Officer, M. Orr, Service Support Officer, L. Scullion Community Development Manager, R. Downey Sport & Wellbeing Development Unit Manager, A. McAuley, Corporate Communications Manager, Dr Nic Wright, Community Engagement Officer, J. Austin Museums Officer

NO.		ACTIONS
1.	Welcome	
	The Chair opened and welcomed everyone to the meeting	
2.	Apologies	
	Cllr. A. Callan J. Elliot Head of Prosperity & Place, Interim E. Montgomery, HIS	
3	Notes of Meeting held on 28th October & 17th December 2021	
	Agreed	
4.	Matters Arising	
	No Matters Arising	
5.	Project Updates	

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NO.		ACTIONS
	<p>Head of Community & Culture provided members with an update to Members Democratic Services have thirty Centenarian Coins left over and sought possible suggestions of how to distribute. Members agreed; 1 to Garvagh Museum Coins to Museum Services for Ballymoney and Ballycastle Museum A coin presented to babies born on the Centenary date in 3rd May 2021. Community Tree Planting Estates have requested some of the trees to plant. The Chair and Head of Tourism and Recreation will progress the tree planting at Culcrow Primary School.</p> <p>University of Ulster project, the video has been completed and due to be launched in February.</p> <p>Stained Glass Window, the designer has had problems with the computer, update will follow.</p>	<p>Chair & Mayor to be invited to the launch</p>
6.	Finale Video	
	<p>The video will be way of closing the project to celebrate what has been achieved over the year with the Mayor and Chair providing a voice over. The video will contain images and video of the projects over the year, with a voice over from the Mayor and Chair.</p>	<p>Date to be arranged for recording with Mayor & Chair</p>
7.	Terms of Reference Working Group- Jubilee	
	<p>The Draft Terms of Reference Northern Ireland Centenary & Queens Jubilee Working Group, previously circulated. Members agreed to change the name from NI 100 working group to Queens Platinum Jubilee Working Group Proposed by Cllr. J. McAuley Seconded by Ald. J. Baird</p>	

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NO.		ACTIONS
	<p>Members agreed the terminology as “celebrate” the Queens Jubilee Proposed by Cllr. J. McAuley Seconded by Ald. J. Baird</p> <p>Quorum of the working group The quorum was originally 3, 50% of membership. Members discussed the number of members to ensure a meeting is quorate. Members agreed that it should be 2 Elected Members.</p> <p>Two would be a third of the membership and due to members conflicting diaries and time sensitive programme this would allow for meetings to proceed.</p> <p>Ald. J. Baird noted that she felt it should be three as it is more democratic, she never has been involved in any decision making body with less than three.</p>	
8.	Jubilee Draft Programme of Events(Previously Circulated)	
	<p>Head of Community & Culture informed members that a draft programme had been developed with various Service Areas. The aim was to include projects already planned and that could be rebranded. Some of the projects included are already included in the existing budgets, (dependant on the rates being struck) along with a few projects seeking additional budget.</p> <p>The Airshow has been included in the draft programme for reference.</p> <p>The following projects are seeking additional budgets;</p> <p>Community Forests/Tree Planting –proposed budget £5,000</p>	

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NO.		ACTIONS
	<p>Members discussed options of the tree planting project. Members were also aware of a tree planting project The Queens Green Canopy “<i>The Queen’s Green Canopy</i> (QGC) is a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee in 2022 which invites people from across the United Kingdom to “Plant a Tree for the Jubilee.” Details can be found at https://queensgreencanopy.org/.</p> <p>The project is available to individuals, a wide range of voluntary organisations and local Councils. Organisations can plant a tree and have it included on the Queens Green Canopy map by “pinning” it on the map. Organisations must purchase and display a plaque with the Queens Green Canopy logo.</p> <p>Head of Tourism & Recreation also informed members that an application to DEARA to plant a forest of up to 16,000 trees on Council land has been approved. The two site locations for approval are Letterloan landfill site and Camus Tourist amenity site. Approval from DEARA would be required to include the forest planting in the Queens Jubilee Programme.</p> <p>Members agreed to include the £5,000 in the programme costs. Proposed by Cllr. J. McAuley Seconded by Cllr. A. Schenning</p> <p>Head of Community & Culture suggested due to the logistics of the tree planting project and to provide Tourism & Recreation and Estates department the time to concentrate on their signature projects that groups go through a grant scheme which can be opened to organisations and schools.</p> <p>70th Birthday, costs will be met by existing budget Presents to be presented to people on 70th birthday. Members discussed need to clarify if this project is for 70th or 100th birthday's as members felt that there would be a large number of people who would have a 70th birthday in the year 2022.</p>	<p>Clarify with Democratic Services if 70th or 100th</p>

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NO.		ACTIONS
	<p>70th Wedding Anniversaries- proposed budget £500</p> <p>This project would present a gift to couples who would celebrate their 70th Platinum Wedding Anniversary, between 1st January 2022 and 31st December 2022.</p> <p>Members agreed that £500 budget was to small and agreed to increase the budget to £1,000 All Agreed</p> <p>New Born- proposed budget of £1,000 This project would present a certificate to each new born baby from January – December 2022 and babies born in the month of June would also receive a gift of a teddy bear. Members discussed babies born on 6th February 2022 to also receive a teddy bear. The teddy bear is to include the insignia of the Queen.</p> <p>All Agreed</p> <p>Grants Programme- proposed £20,000 Members discussed a grants programme and agreed the inclusion of a grants scheme.</p> <p>Members requested that it be explored to include joint applications from 3 groups submit applications to help provide a lager event for groups.</p> <p>Single organisations can apply for a grant of: Up to £500 Two organisations working together: Up to £1,000 Three or more organisations working together: Up to £1,500</p> <p>The Community Development Manager explained time constraints for approval of the programme and approval of the grants. The programme needs approval by Leisure & Development and the applications need to be taken and approved by Council in March to allow groups to organise events in time for June.</p> <p>Members discussed the proposed budget of £20,000 and agreed to increase the budget to £30,000.</p>	<p>Community Development Manager to discuss with the Funding Unit.</p>

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NO.		ACTIONS
	<p>All Agreed</p> <p>The total of the additional costs required for the programme are £37,000.</p> <p>Members agreed the additional budget of £37,000. All Agreed</p> <p>Members discussed and agreed to increase the total budget for the programme from £37,000 to £50,000. This would provide a budget for publicity, staff costs and a contingency for the programme.</p> <p>Additional Programme Budget of £50,000 Proposed by Cllr. J. McAuley All Agreed</p> <p>Head of Community & Culture to prepare a report to be taken to the Leisure & Development Committee in February.</p>	<p>C&C HOS prepare report to L&D</p>
7.	Any Other Relevant Business	
	<p>Date of the meeting schedule from April to September are being arranged with Democratic Services.</p> <p>The Chair noted that the book Reflections on the Causeway Coast was a significant piece of work. The book has been distributed to all A level students, schools and libraries.</p> <p>The Chair requested an email to be issued to all Elected Members to offer a copy to each Member if they wish to receive a copy.</p>	
8.	Date of Next Meeting	
	Thursday 24 th February 2022, 7.30pm	

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Meeting closed at 8.00pm

Draft