

Civic Memorabilia	21st March 2017
Corporate Policy and Resources Committee For decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leadership and Champion
Outcome	Providing civic leadership to our citizens
Lead Officer	Director of Performance Democratic Services Manager
Cost: (If applicable)	

1.0 Purpose of report

- 1.1 The purpose of this report is to update Members on the work of the Armorial Bearings Sub-Committee in relation to Civic Memorabilia and to enable Committee to consider and make comment on the draft Policy for Dealing with Legacy Civic Memorabilia.

2.0 Background

- 2.1 When the 4 Legacy Councils merged in 2015 and the Civic Headquarters of the newly formed Causeway Coast and Glens Borough Council was located in Coleraine a large number of items of civic memorabilia remained in the Civic Headquarters of the Legacy Councils until arrangements could be made to consider their future.
- 2.2 The future of the memorabilia is of interest to Elected Members as decisions on its future can be expected to result in significant wider public interest. To date enquiries have been received from individuals with an interest in acquiring certain items.
- 2.3 Whilst some of these items may not be regarded as assets it is necessary for Council to decide what arrangements it wants put in place to deal with the Civic Memorabilia of the Legacy Councils.
- 2.4 Council has agreed that the Armorial Bearings Sub Committee, set up in August 2016, *'address the matter of Civic Photographs and Council memorabilia displayed by the legacy Councils in their civic offices and*

develop a policy on the matter. The Sub-Committee will make recommendations to the Corporate Policy and Resources Committee.

3.0 Sub-Committee Meeting 7th March 2017

- 3.1 The Sub-Committee met on Tuesday 7th March to consider the issues involved in developing a draft Policy for Dealing with Legacy Civic Memorabilia. Councillors Callan, McCandless, McNicholl and Councillor Quigley (*sub Councillor Beattie*) were in attendance. Apologies were recorded for Councillor Knight-McQuillan.
- 3.2 The Sub-Committee requested that further detail be added to the inventory of items complied by the Legacy Councils and brought back to the next meeting for consideration. It also agreed that priority should be given to providing details on the pictures of Legacy Council Mayors currently displayed so that the Sub-Committee could consider the future of these items as a priority.
- 3.3 The Sub-Committee agreed that the Council's Estates Strategy would have a bearing on the timescales for dealing with the future of some items of civic memorabilia currently displayed in Council Offices and that this should be reflected in the draft Policy.
- 3.4 The Sub-Committee considered the content of the draft Policy and following discussion agreed the draft attached at Appendix 1 for Committee's consideration.

4.0 Recommendation

- 4.1 It is recommended that Council considers the draft Policy for Dealing with Legacy Council Civic Memorabilia.

DRAFT

Policy for Dealing with Legacy Civic Memorabilia

1. Introduction

- 1.1 It is recognised that Legacy Councils accumulated significant amounts of Civic Memorabilia during the term of their existence. Some of these items are valuable, some sentimental and some of historical or local interest.
- 1.2 There is a wide variety of such items held in the Legacy Council buildings and while most of these items are not regarded as assets this policy attempts to set some general and practical principles that should be applied in settling the future of these items and providing some accountability in that regard.

2. General Principles

- 2.1 It is not possible for this policy to be overly prescriptive due to the wide range of items held and it cannot address detailed questions in relation to value or priorities for their future location or disposal.
- 2.2 It is agreed that the Causeway Coast and Glens Borough Council makes the decision as to where the items of Civic Memorabilia of the 4 Legacy Councils should be donated to, preserved for the future or displayed.
- 2.3 It is not expected that any items of Civic Memorabilia will be disposed of for monetary consideration or in any manner inconsistent with maintaining the high level of responsibility and integrity expected of Council in dealing with this issue.

3.0 Categories of Memorabilia

- 3.1 The memorabilia falls under the following categories:
- Portraits and photographs of former Mayors/ Chairmen/Town Clerks – large framed formal photographs of Mayors/Chairs/Town Clerks of the Legacy Councils and associated wall mounted plaques.

- Photographs and pictures – e.g. framed group photographs of Legacy Councils and associated wall mounted plaques, various framed photographs of individuals and unframed loose photographs of various subjects and miscellaneous framed pictures and panels.
- Twinning Items – items gifted by the Council's twinning partners and twinning agreements.
- Awards and trophies – items presented by external organisations to mark achievements by the Council
- Historically significant civic artefacts and insignia – e.g. wall mounted crests, charter scrolls
- Gifts presented to Council by organisations e.g. those who have been awarded Freedom of the Borough in the Legacy Councils.

4.0 Methodology

- 4.1 When an area of a Council building is to be reconfigured or use changed the items of civic memorabilia in situ will be identified and brought before the Sub-Committee to determine their future and make recommendation to the Corporate Policy and Resources Committee.
- 4.2 Other items of civic memorabilia which are not displayed or fixed in an area of a Council building can be specified at any time and the Sub Committee will determine their future and make recommendation to the Corporate Policy and Resources Committee as and when required.
- 4.3 The items will be considered by the Sub-Committee to establish:
 - If the items should be given into the custody of the Council's Museum Service to be preserved physically and/or digitally, displayed and/or archived.
 - If the items should be offered to individuals or to the relatives having first sought expressions of interest by notice on the Council's website.

- If the item should be returned to its original owners or those who donated or relatives, where possible, or retained by Council in line with the bequest, if applicable.
- If the item should be retained in one of Council's Civic Buildings on display in an appropriate area to be agreed by Council.
- If the item should be given on permanent loan to local groups who may have expressed an interest.
- If the item should be given on permanent loan to an external organisation for historical preservation and interest e.g PRONI, Libraries NI, Local Historical societies.
- If the item should be stored for future use by Council.

5.0 Roles and responsibilities

- 5.1 Officers will provide the Sub Committee with the appropriate information to enable it to consider the future of each item.
- 5.2 The Corporate Policy and Resources Committee will consider the report submitted by the Sub-Committee and make recommendation to Council.
- 5.3 The Council will have the final decision on the future of each item of Civic Memorabilia.

6. Register of Civic Memorabilia

- 6.1 A register of the destination of each items of Civic Memorabilia will be prepared and maintained by Democratic Services.