



Meeting Minutes: 12th July 2026 – 12:30pm

Venue

Our Lady's Committee Room / Google Meet

Attendees

Matthew Joyce	Tim H
Ana Lyon	Robina Baird
Kathryn Joyce	Lesley Pritchard
Rebecca Lyon	Daniel Joyce
Andrew Joyce	Tom Evans
Jacqueline Joyce	Ryan Macdonald

Apologies

Father Godlove
Joanna Izworska

Minutes

1. Opening & Welcome

Matthew welcomed everyone to the meeting.

A short discussion took place introducing members, reflecting on why the committee was formed and its purpose within the parish. Members reaffirmed the committee's commitment to building parish community through social events, fundraising and encouraging wider parish involvement.

2. Review of Previous Minutes

Previous minutes were reviewed.

It was confirmed that approved minutes are now being published on the parish website to improve transparency and allow parishioners to understand what the committee is working on.

Actions and outstanding items were discussed throughout the meeting.

3. Review of Recent Events

Little Disciples Mass

The recent Little Disciples Mass was reviewed.

The event included:

- BBQ
- Games
- Table tennis

Families stayed until approximately 1:30pm, showing good engagement after Mass.

Feedback was positive, and it was agreed that the event worked well.

Fr Godlove would like Little Disciples Mass to continue during the summer period.

Robina confirmed she would be happy to support future BBQs.

Parish Community Day

The first Parish Community Day was reviewed.

The committee agreed that the event went well, with those attending enjoying the day.

It was noted that attendance was mainly from the usual volunteers and there is a need to encourage more parishioners to become involved in future events.

The committee discussed the importance of keeping events manageable and maintaining a good standard without creating too much additional work.

Ideas discussed:

- Holding a Community Day every six months
- Working with schools on flower beds / raised beds
- Speaking with the Brownies regarding storage and moving their equipment

Fr Godlove has decided the location of the proposed new pathway.

The area will be marked out and reviewed before a final decision is made.

4. Autumn Events Programme

Craft Fair / Alternative Event

It was agreed that the Craft Fayre planned for September would be cancelled.

Alternative event ideas were discussed, including:

- Car boot sale
- Jumble sale
- Autumn family event

The preferred idea was a car boot / jumble sale style event.

Details discussed:

- £10.00 per stall
- Small entry donation (approximately 50p-£1)
- Food available, including burgers

Items could also be donated rather than sold, with unwanted items taken away

A possible Fish & Chip Supper event was also discussed.

Potential format:

- £9.00 entry
- £5.00 for food
- £4.00 donation towards parish funds

The aim would be to cover costs and raise funds for parish improvements.

Further discussion is required before confirming the event.

Autumn Quiz Nights

The October quiz was discussed.

Confirmed dates:

- 10th October – TV & Film Quiz
- 7th November – Decades Quiz
- 5th December – Christmas Quiz

The quizzes will start at 7pm, with the aim of encouraging more families to attend.

Ideas discussed:

Having volunteers go around with quiz sheets to help people settle in and encourage people to join teams

Asking Ronnie if she would like to sell cakes, allowing her to raise money

Clearly promoting that funds raised support parish projects

It was agreed that parishioners should be kept informed about money raised and where funds are being spent.

Matthew showed the posters and forms for approval.

5. Christmas Fair Planning

The Christmas Fair was discussed.

Matthew confirmed that schools had been contacted.

Updates:

- St Saviour's have replied and are happy to provide a choir.
- Matthew will follow up with Louise.
- To ask Fr Godlove to speak with St Bernard's.
- Contact details for the high school are being sought.
 - Ana will speak with Gez regarding email contacts.

The committee discussed the need for enough volunteers to cover:

- Setting up
- Running stalls
- Clearing away
- The event has been moved to a Saturday.

Proposed arrangements:

- Set up on Friday evening
- Two marquees may be used depending on weather
- Robina may assist with the BBQ

The Christmas Fair will be promoted in the September newsletter.

A planning meeting will take place in September, with another meeting approximately two weeks before the event.

It was agreed that there needs to be clear delegation of roles on the day.

Ana and Lesley will help coordinate volunteers and responsibilities, ensuring everyone understands their role.

The importance of charging appropriately for food was discussed. Even small charges (e.g. £1) should be made to help cover costs



6. Parish Improvements & Facilities

A discussion took place regarding improvements to the parish centre and car park.

Funding and improvements:

- Approximately £1,000 received for improvements
- New pathway planned
- Fence repairs completed
- New car park signs required eg Car Park Closed Sign & Car Park Donations

Consider installing a card payment machine in the car park, even if only for small donations (e.g. £1 per day)

Repair the car park gate

Mark hatched areas in the centre of the car park, adjacent to the Parish Centre, to discourage parking. This issue was previously raised by Matthew with Fr Edmund during his time as Parish Priest, following concerns that parked vehicles could obstruct access for emergency services.

The barrier may be reused and positioned near the Parish Centre to help maintain disabled parking spaces.

Tom confirmed there would be no charge for moving the barrier.

Money from Tea & Coffee on Sundays is placed into the collection tin the funds are allocated towards church improvements

Tom will purchase supplies including:

- Tea
- Coffee
- Biscuits
- Toilet roll

Tom – Parish Centre cleaning and maintenance – Friday checklist

Kitchen, Bar & Storage

The committee discussed possible improvements to the kitchen area.

Tom will review what improvements are needed and speak with Lesley regarding requirements.

Ideas discussed:

- Improving the kitchen layout
- Adding a fridge freezer within the kitchen area
- The committee also discussed improvements to the bar area,

Storage improvements discussed:

- Create a larger cupboard for raffle prizes in the committee room
- Sort existing raffle prizes and create an inventory

- Put up photographs around the centre

Take photographs of hot food events for the Order of Malta and parish website

Food Bank Storage

The location and storage arrangements for the Food Bank were discussed.

It was agreed that the Food Bank requires:

- A clean, dry storage cupboard
- Suitable racking
- Mobile shelving where possible to make access easier

Tea & Coffee collection arrangements were discussed:

- Saturday collections are donated to charity.
- Sunday collections remain within the church.

7. Planning Ahead

The committee discussed creating a parish calendar for the following year.

Gathering ideas for the calendar for next year for events for Father Godlove.

Rebecca to email over her list to Matthew.

To produce in next months meeting to send a draft to Father Godlove in August.

The committee discussed including key parish dates, including:

- Christmas Masses
- International Mass
- Pentecost Celebration
- Christ the King celebration

Matthew will speak with Fr Godlove regarding Christmas arrangements, including when the Christmas tree should be put up.

Tom will arrange the Christmas tree setup.



8. Future Events & Opportunities

The committee discussed ideas for future parish events, including:

- International Mass (May/November possibilities)
- Pentecost Celebration
- Christ the King celebration
- Charity Walk – considering a new route, potentially around Chester
- Holywell Stations of the Cross during Lent
- Quiz Nights
- Games Nights
- Fish Supper evening
- Movie afternoon/evening (subject to licensing requirements)
- Christmas Movie Night
- Bake Off event – parishioners bring cakes to share/sell

The committee discussed the importance of encouraging more parishioners to volunteer and highlighted that volunteering is an important part of parish life.

The possibility of involving the local high school was discussed to encourage more young people and volunteers to become involved.

9. Any Other Business

The committee agreed that meetings will normally take place every second Wednesday at 7:00pm.



Actions

Action	Responsible	Deadline
Delegate volunteers for Christmas Fair	Ana / Lesley	Christmas Fair
Review kitchen requirements	Tom / Lesley	TBC
Review Food Bank storage requirements	Committee	TBC
Begin planning parish calendar	Matthew	TBC
Confirm Christmas tree arrangements with Fr Godlove	Matthew	TBC
Arrange Christmas tree	Tom	Christmas period
Review future event ideas	Committee	Ongoing
Email event suggestions list	Rebecca	TBC
Explore high school involvement	Committee	Ongoing

Meeting Closed

Next Meeting: Wednesday 19th August 2026, at 7pm