

Meeting Minutes: 15th April 2026 – 7:00pm

Venue

Our Lady's Parish Centre/ Google Meet

Attendees

Matthew Joyce
Kathryn Joyce
Tim Hughes
Ana Lyon
Rebecca Lyon

Apologies

Lesley Pritchard
Andrew Joyce
Jacqueline Joyce
Joanna Wilczek
Eleanor Wilson
Nicola Harris
Father Godlove

Minutes

Review of Previous Minutes

Previous minutes reviewed and discussed
No additional matters arising not covered elsewhere

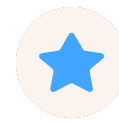
Review: Recent Parish Activities

Wirral Walk

- Positive overall feedback
- Some participants found the 12-mile distance challenging
- Participation: 40 signed up, 20 attended
- Funds raised: £893.42
- Future considerations:
- Potential Lenten walk /stations of the cross(e.g. Holy Well) with Deacon Tony & Fr Godlove
- Consider April timing next year
- Explore alternative or circular routes
- Avoid clashes with other parish collections as this year on the date there were a lot of other events going on which made it hard for the parishioners to get involved.

CAFOD Quiz Night

- Well attended despite late organisation



- Feedback & improvements: suggestions brought forward to include other ideas from other quizzes such as cash prizes were discussed. The committee discussed that the format of the raffle does work as it is and to keep it simply and go back to the format of offering prizes 1st 2nd and 3rd prizes to be given out to winners but to avoid overly complex or cash based prizes.
- Continue with Ana as host as that seems to work well but as others have offered to do the quiz questions committee agreed to have them submitted to us for us to use what they have given us for the questions.
- Improve refreshment coordination and having more volunteers to assist with the tea and coffee. Suggestion of not having your own drinks to encourage attendees to buy from the tuck shop to raise more funds. A lot of the parishioners do like to bring their own drinks so may need to introduce this format over time.
- Future plan:
 - Profits to be split (CAFOD/parish) for future quizzes

Upcoming Events Planning

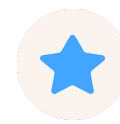
Parish Community Day

- Proposed for July suggested date 4th July 2026.
- Purpose: Clean and organise parish centre, church, and railings
- Actions & planning: To get a plan of all the areas and jobs that need to be done on the day.
- Promote via newsletter, website, and sign-up form where people can sign up for what they would like to be involved in. Agreed that Ana Lyon would co-ordinate the list of volunteers and to include jobs for the outside such as the railings and gardens to be co-ordinated by Andrew Joyce and Daniel.
- The committee agreed that it is essential that as well as in the newsletter that Father makes the announcements in mass to drive the church community to get involved.
- Potential shared meal after event. Or suggestions of everyone bringing food to share.
- Preparation:
 - Task list to be created in advance (Ana & Rebecca leading)
 - Rebecca to assess upstairs storage
 - Prioritisation and allocation required before the day
- Additional considerations:
 - Café closure required that day
 - Review use of space and electrics (see Section 5)
 - Possible second day in September

Next Quiz Night (May – Music Quiz)

Roles:

- Quiz content: Ana & Rebecca
- Technical/coordination: Matthew
- Team: Tim, Matthew, Ana (Rebecca supporting)
- Door: Ellie (TBC)
- Refreshments: Mary & Jo (TBC)
- Tuck shop: Jacqueline & Nicola (TBC)
- Quiz rounds include:



- o Eurovision
- o Name That Tune
- o Trivia
- o Finish the Lyric
- o Guess the Year

Actions:

- Quiz content to Matthew 2 weeks prior
- PowerPoint template to be shared via OneDrive

Parish Centre & Facilities

- Electrical Safety Review
- Current system not fit for purpose (circuits overloaded)
- Building not designed for current usage (e.g. kitchen equipment)

Actions:

- Tim to develop initial plan
- Ana & Lesley to compile a report for the Diocese regarding the needs of the community cafe.
- Obtain quotes for improvements (including lighting)
- Explore funding options (e.g. Order of Malta)

Parish WiFi

- Now available during the day
- Improvements:
- Consider 1-hour usage limit
- Allow reconnection while preventing misuse
- Further testing required

Parish Development & Planning (2026)

Key Events

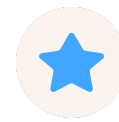
- September: Craft Fair - this would replace a quiz and could advertise for crafters to pay for a table of which the funds can go to the parish.
- Oct-Dec: Monthly Quiz Nights
- December: Christmas Celebration (requires more volunteers and structured planning)
- All Events should only proceed with sufficient volunteer support and assigned roles to be done before the event so that everyone is involved and knows what role they are doing.
- Clear task allocation required for large events may have 2 teams. Team 1 set up for the event, Team 2 to clear up after the event so that it is not a lot for people to do it all on the day.

After-Mass Activities (Family Mass)

- Family Mass: Last Sunday of each month. Ana to co-ordinate this with the head of St Saviours and Father so that the Sunday reading rota can be set and all readers know.
- First planned activity: 31st May

Ideas:

- Food and social gatherings



- Games (e.g. Wii, giant games)
- Children-focused activities

Actions:

- Matthew to contact Robina
- Coordinate with Ana (reader rota)

Communications

Parish Website

- Ongoing development
- All members to review and provide feedback before next meeting

Finance & Fundraising

Summary:

- £3,548.62 raised for parish last year
- £918.42 raised for parish this year
- £480 donated to CAFOD
- Café raffle raised £210

Use of funds:

- Equipment (e.g. microwave, WiFi)
- Parish centre operations
- Food provision

Any Other Business

Café Volunteers

- Current organisers (Ana & Lesley) under pressure
- Two new leaders: Jo & Geraldine
- Need more volunteers

Actions:

- Explore Level 2 Food Hygiene training (possibly online)
- Ana to coordinate with Lesley and Sarah

Youth Engagement

- No recent activities for altar servers

Ideas:

- Film night, pizza evening, games
- Post-Mass Sunday event

Actions:

- Ana to speak with Niamh
- Matthew to liaise with youth group and Fr Godlove

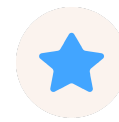
Hearing Aid Support

- Need to explore solutions for hearing aid users in church

Actions & Close

Key Actions Summary:

1. Community Day planning (Ana & Rebecca)



2. Electrical report (Tim, Ana & Lesley)
3. Quiz preparation (Ana, Rebecca, Matthew)
4. Website review (All)
5. Family Mass coordination (Matthew & Ana)
6. Café volunteer support & training (Ana & Lesley)
7. Youth activities planning (Matthew & Ana)

Next Meeting: 13th May 2026