Our Lady Star of the Sea
Catholic Church | Ellesmere Port

# Meeting Minutes: 9th September 2026 – 7:00pm

### Venue

Our Lady Star of the Sea Parish Centre / Google Meet

### Attendees

| | |
|---|---|
| Matthew Joyce *(Co-Chair)* | Ana Lyon *(Co-Chair)* |
| Kathryn Joyce *(Treasurer)* | Pauline Hotchkiss |
| Jacqueline Joyce | Tim H |
| Andrew Joyce | Amanda Cooper |

### Apologies

| | |
|---|---|
| Tom Evans | Rebbeca Lyon |
| Ryan Macdonald | Lesley Pritchard |
| Father Godlove | Joanna Izworska |
| Robina Baird | |

### Agenda

## 1. Opening & Welcome

- Meeting began with an Opening Prayer.
- Agreed to accept apologies.
- Welcome to those attending the meeting.

## 2. Review of Previous Minutes

The minutes of the previous meeting were reviewed.

- It was noted that a date in the previous minutes from 19 August needs to be amended.
- Progress against outstanding actions was reviewed.
- The minutes were otherwise accepted as an accurate record.

## 3. TV & Film Quiz Night – 3 October

The committee continued planning for the upcoming TV & Film Quiz Night.

#### Quiz Questions

- Questions are to be completed by 19 September.
- 1970s – Chris & Pauline
- 1980s – Andrew & Jacquline
- 1990s – Ana
- 2000s – Matthew
- 2010s – Kathryn

**Prizes**

- 1st Prize: £10 cinema voucher – Tom to arrange.
- Movie-related prize – Ana to arrange.
- Raffle to be held during the evening.
- Wine will be donated for the raffle.

**Raffle / Stock**

- Ana has some items available and will carry out an inventory.
- A full inventory will be completed after the quiz to prepare for the Christmas Fair.
- A list of items that need to be purchased will then be created.

**Tuck Shop**

Items discussed included:

- Popcorn
- Haribo
- Crisps
- Wine
- Beer
- Children's drinks
- Cans / soft drinks
- Chris has a Booker's card which can be used for purchases.
- Chocolate can also be purchased when buying items for the tuck shop.

| Role | Responsible |
|---|---|
| **Host** | Ana |
| **Technology** | Matthew |
| **Door** | Tom |
| **Tea & Coffee** | Mandy / Mary |
| **Paper Swapper** | Andrew |
| **Tuck Shop** | Jacqueline & Daniel |
| **Extra Helpers** | Chris & Pauline |

**Play Your Cards Right**

- The committee has purchased a set of Play Your Cards Right cards.
- It was agreed to trial the game during the October quiz.

## 4. Christmas Fair – 12 December

Planning continued for the Christmas Fair, which will take place on Saturday 12 December, 11am–3pm.

**School Involvement**

- Matthew & Robina have contacted the Chaplain at the Catholic High School.
- Chris can contact St Bernard's regarding involvement.

**Brownies & Guides**

- Brownies have confirmed that they will have a stall.
- Kathryn will contact the Guides regarding their involvement.

**Stalls**

- Donations are being collected for the toy stall, including toys, DVDs, books and games.
- Any items left over will be donated to the charity shop.
- The candle stall will return this year.

**Children's Activities**

- A children's craft activity is being planned.
- Rebecca is looking at ideas.

**Santa / Sweets**

- Morrisons has donated 20 tubes of sweets.

**Volunteers**

- There has been limited response to the volunteer request so far.
- A volunteer form will be shared in the committee chat.
- All committee members are asked to complete the form.
- It was agreed that people should be reminded that there are other ways to help besides running a stall, including setting up, clearing away and cleaning.
- A further appeal will be made after Masses the week before the Christmas Fair volunteer meeting.
- The volunteer meeting will take place after 11am Mass on Sunday 27 September.
- If there is no baptism taking place, Father Godlove may be asked to encourage people to stay after Mass for the meeting.

**Cake Stall**

- Marie and Rita will be asked if they would like to help with the cake stall again this year.
- Ana / Lesley will speak to them when they see them on Saturdays.

**Christmas Fair Arrangements**

- A grotto is planned outside.
- Children's crafts are also planned for outside.
- Further arrangements for the marquee and car park will continue to be developed.
- BBQ arrangements are being progressed.

## 5. Little Disciples Mass – 27 September

The committee discussed arrangements for the Little Disciples Mass on 27 September.

- The event will follow the same format as the previous successful event.
- Games and a BBQ will be provided.
- Bacon butties and burgers were discussed.
- Robina is happy to continue helping with the food.
- Additional tables will be put out to provide more seating inside.
- This will be the last outdoor BBQ before returning to the BBQ format in the spring.
- Kerplunk will not be used as the marbles can easily go everywhere.

## 6. November Events

**Decades Quiz Night**

The November quiz will be a Decades Quiz.

- Further discussion will take place at the next meeting.
- The committee will consider the theme and format.
- Lessons from the October quiz will be considered.
- Initial responsibilities will be agreed.

**International Mass – 22 November**

- There will be no Little Disciples event in November, with the International Mass taking place instead.
- The committee will consider whether any social/event support is required.
- Refreshments and hospitality arrangements will be discussed further.
- Promotion will also be considered.

**Food / Volunteers**

- A form will be used to establish what food people are able to bring.
- A separate volunteer form will be used to identify people who can help.
- Someone will be required to oversee where food is placed and coordinate the arrangements.
- Further discussion will take place next month to give sufficient notice for volunteers and food contributions.

## 7. Future Events / 2027

The committee discussed possible future events and the 2027 programme.

**Open Mic Night**

- Andrew has contacted Theatre Porto regarding a possible Open Mic Night.
- The possibility of linking the event with a fish and chip night was discussed.
- It was suggested that fried food should not be used during an event because of the smell in the hall.
- A BBQ could be considered instead, particularly if the event takes place during July.
- There is plenty of time to develop the format and arrangements.

**Northern Soul Night**

- A Northern Soul Night remains a possible future event.
- Further planning will take place at a future meeting.

**Lent Walk**

- Initial discussions will take place with Deacon Tony regarding the proposed walk to Holywell.

**2027 Events**

- The 2027 events programme will continue to be developed.
- Further event ideas will be considered at future meetings.

## 8. Actions & Next Steps

| Action | Responsible | Deadline |
|---|---|---|
| **Amend date in previous minutes** | Matthew | Completed / Next minutes |
| **Complete quiz questions** | All assigned quiz writers | 19 September |
| **Arrange £10 cinema voucher** | Tom | Before Quiz |
| **Arrange movie-related prize** | Ana | Before Quiz |
| **Check raffle stock** | Ana | Before Quiz |
| **Restock quiz tuck shop** | Matthew / Kathryn | Before Quiz |
| **Check quiz music / technical requirements** | Matthew / Events Team | Before Quiz |
| **Trial Play Your Cards Right** | Committee | 3 October |
| **Contact Guides regarding Christmas Fair** | Kathryn | Before Christmas Fair |
| **Continue school involvement** | Robina / Matthew / Chris | Before Christmas Fair |
| **Confirm Marie & Rita for cake stall** | Ana / Lesley | Before Christmas Fair |
| **Complete Christmas Fair volunteer form** | All Committee | Before 27 September |
| **Promote Christmas Fair volunteer meeting** | Committee | Before 27 September |
| **Hold Christmas Fair volunteer meeting** | Committee | 27 September |
| **Continue Christmas Fair children's activity planning** | Rebecca / Robina / Tom | Before Christmas Fair |
| **Plan November Decades Quiz** | Committee | Next Meeting |
| **Prepare November food / volunteer forms** | Committee | Before November event |
| **Discuss International Mass support** | Committee | Next Meeting |
| **Develop Open Mic Night** | Andrew / Committee | Future meeting |
| **Discuss Lent Walk with Deacon Tony** | Committee | Future meeting |

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## 9. Any Other Business

No further business was recorded.

**Next Meeting:** 14th October 7pm