Christmas Fair Planning Minutes: 14th October 2026 – 7pm

Venue
Our Lady Star of the Sea Parish Centre / Google Meet

Attendees

Matthew Joyce *(Co-Chair)*	Chris
Kathryn Joyce	Pauline
Ana Lyon *(Co-Chair)*	Andrew Joyce
Jacqueline Joyce	

Apologies

Robina Baird	Tom
Rebecca Lyon	Lesley Pritchard
Ryan	Amanda Kershaw
Tim H	

Minutes

1. Opening and Welcome

The meeting opened with a prayer led by Matthew. Members were welcomed and apologies were noted.

2. Review of Previous Minutes and Outstanding Actions

The September committee minutes and Christmas Fair planning meeting minutes were approved without amendment.

No further Christmas Fair volunteer forms had been received. The existing volunteer list and allocations therefore remained valid.

The committee reviewed the previous actions and confirmed that preparations were progressing as planned. Completed work included the quiz questions, themed prize, raffle stock check, tuck shop restocking, music preparation and Christmas Fair volunteer meeting.

Children's activities remained in progress. November quiz arrangements and International Mass preparations were covered later in the meeting. Open Mic Night planning would be revisited after Christmas, with the proposed Lent walk remaining a future item.

The trial of **Play Your Cards Right** had worked well. Matthew would ask Tom or Ryan about making a suitable flip board with space for six cards.
Chris would speak to the Guides on Monday about their Christmas Fair involvement.

3. TV & Film Quiz Night Review

Attendance had been low. Members discussed possible reasons, including limited publicity, competing Saturday commitments and television programmes such as *Strictly Come Dancing*.

The committee agreed to retain the advertised Saturday dates for November and December, then review the choice of day after Christmas.

Publicity needed to reach more parishioners, school families and the wider community. Fr Godlove would also be asked to announce upcoming quizzes after Mass.

Members noted how much one attendee who rarely gets out had enjoyed the evening. Offering help with transport could enable others to attend. This would be promoted through parish contacts and the community café, with arrangements explored according to need.

The Saturday tea and coffee session had been cancelled before the quiz.

Members felt both activities could share the space and that attendees could be encouraged to stay for the quiz. The tea and coffee team should be approached before the next event.

4. Decades Quiz – 7 November

The quiz would feature five rounds covering the **1950s to the 1990s**, alongside **Play Your Cards Right**.

Each decade would have ten questions:

- Two history.
- Two music.
- Two sport.
- Two TV or film.
- Two general knowledge.

Decade	Responsible
1950s	Chris & Pauline
1960s	Ana
1970s	Andrew & Jacquline
1980s	Becca
1990s	Matthew & Kathryn

Allocations would be confirmed in the WhatsApp group. **Questions should be sent to Matthew by 30 October.**

Event arrangements:

Host: Ana provisionally; the group would be asked whether anyone else wished to host.

Technology: Matthew.

Tuck Shop: Daniel. & Jacquline - Continue accepting donations, as this worked well at the previous quiz.

Tea and coffee: Robina or Mary, subject to confirmation.

Door: TBC

Promotion should begin in the newsletter. Fr Godlove would be asked to announce the quiz after Mass the weekend before.

Matthew would prepare a small Decades Quiz poster or flyer for the newsletter and distribution to families through Children's Liturgy.

Members also discussed improving the visibility of event notices in church, including using the existing red display boards or a mobile noticeboard.

5. Christmas Fair – 12 December

Matthew reviewed the current plan and explained the area lead structure. Each lead would coordinate their own area, direct volunteers and manage queries, sharing the workload across the team.

Area	Leads
Overall Coordination	Matthew & Ana
Schools & Entertainment	Matthew & Robina
Children's Area and Santa	Kathryn & Rebecca
Cold Food & Referments	Lesley & Rita
Hot Food & BBQ	Robina & Nic
Stalls & Fundraising	Ana & Jo
Setup and Clearing Away	Andrew & Tom
Finances	Chris & Peter

Activities and equipment

Rebecca had already identified several children's activities. Plans for Santa and Starlight the Bear remained in place.

The marquees and BBQ stored in the garage needed checking before the fair.

Patio heaters were discussed, subject to suitable stands and arrangements.

Layout

Stalls would be grouped together so stallholders could support one another.

Pauline's toy stall would be positioned alongside the other stalls.

Raffle prizes would be displayed near the entrance. The stage would be kept available for the children's choir. Seating and clear routes through the hall would also be included.

School involvement and stalls

St Saviour's involvement was confirmed, with Robina supporting school liaison.

Matthew would follow up with the teachers about their plans.

The candle stall would return. A teacher who had offered a separate cake stall would be asked whether she could contribute cakes to the main parish cake stall instead.

A bottle stall or tombola remained dependent on donations. St Bernard's would be approached about donating bottles.

A list of requested donations should be published in the newsletter.

The possibility of HSBC match funding was raised. Eligibility and the involvement of a family member employed by HSBC would need to be explored.

Setup and clearing away

Friday setup would be organised in two shifts:

Matthew and Ana would attend during the day, from approximately **10.30am**. Pauline would attend to set up the toy stall.

A handover to later volunteers, potentially Lesley and Jo, would take place around **3–4pm**.

The fair would run from **11am to 3pm** on Saturday. The aim was to have the **marquees down by 4pm**, leaving the site safe and ready for the **5pm Vigil Mass**.

The final Christmas Fair planning meeting would be held on **29 November**.

6. Little Disciples Mass

25 October

Robina would be unavailable. Hot dogs would be served instead of a BBQ, with arrangements to be confirmed.

November

There would be games but no food service following the November Little Disciples Mass, as the International Mass celebration would take place the previous weekend.

7. International Mass – 22 November

The celebration needed promotion in the newsletter, through announcements and by word of mouth.

Anyone contributing food should be asked to:

- Deliver it **before Mass**.
- Provide a **full ingredient list**, to be displayed with the dish so attendees can check for allergens.

One person should oversee food placement and coordinate those helping to serve.

The serving arrangement should allow people to collect food first, followed by drinks, before taking their seats. This would reduce people crossing the hall with hot drinks.

Additional volunteers would be needed for food service. Help with transport could also be explored for anyone who wished to attend but had difficulty getting there.

8. Any Other Business

No Other business raised

9. Actions

Action	Responsible / Timing
Ask Tom or Ryan about making a six-card Play Your Cards Right board.	Matthew
Speak to the Guides about Christmas Fair involvement.	Chris – Monday
Speak to Sarah about more prominent newsletter advertising.	Pauline
Arrange quiz announcements after Mass.	Matthew / committee
Confirm decade allocations and hosting arrangements in WhatsApp.	Matthew / all
Submit Decades Quiz questions.	Allocated members – **30 October**
Prepare a small Decades Quiz flyer for the newsletter and families.	Matthew
Speak to the Saturday tea and coffee team about sharing the space and joining the quiz.	Committee – before 7 November
Promote events and explore requests for transport.	Committee
Explore use of the red display boards or a mobile noticeboard.	Committee
Check the marquees and BBQ.	Andrew and Tom
Follow up school involvement and the offer of cakes.	Matthew and Robina
Request bottles from St Bernard's and publish a fair donation list.	Schools / fundraising leads
Explore HSBC match funding.	Contact to be confirmed
Confirm Friday setup shifts and marquee takedown arrangements.	Matthew, Ana, Andrew and Tom
Arrange hot dogs for 25 October.	Volunteers to be confirmed

Promote the International Mass and recruit food service volunteers and a coordinator.	Committee
Include food delivery and ingredient-list instructions in International Mass publicity.	Committee
Discuss the Sunday food bank's future and possible voucher arrangements with its organisers.	Further discussion required

Next committee meeting: Wednesday **11 November 2026, 7pm**.

Final Christmas Fair planning meeting: Sunday **29 November 2026**.