



Meeting Minutes: 19th August 2026 – 7:00pm

Venue

Our Lady Star of the Sea Parish Centre / Google Meet

Attendees

Matthew Joyce	Tim H
Ana Lyon	Robina Baird
Kathryn Joyce	Tom Evans
Rebecca Lyon	Ryan Macdonald
Andrew Joyce	Amanda Cooper
Jacqueline Joyce	Pauline Hotchkiss
Chris Hotchkiss	

Apologies

Father Godlove	Lesley Pritchard
Joanna Izworska	

Minutes

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 confirmed that minutes will now be published on the parish website once they have been agreed at the following meeting.
- Matthew read through the previous minutes.
- The minutes were agreed as an accurate record.

3. Tom – Parish Centre Update

Tom provided an update on the Parish Centre.

Tea & Coffee Donations

£296.00 has been received in Tea & Coffee donations.

- It was noted that Tom has previously been purchasing tea, coffee and cleaning products using his own money.
- It was agreed that this should no longer happen.
- Going forward, the Tea & Coffee donations should be used to purchase these supplies.
- Receipts should be placed with the donations/taken to the parish office so that expenditure can be recorded appropriately.

Parish Centre Decoration

The committee discussed possible colours for the Parish Centre walls.

- The existing burgundy colour on the woodwork will need to remain.
- Possible wall colours discussed included:
 - Light grey
 - White
 - Pale yellow
- A possible combination of light grey below the wooden section and white above was also discussed.
- It was agreed that tester pots should be obtained in pale yellow, pale grey and white before a final decision is made.
- Durable/washable paint should be used.

Action: Tom to obtain tester pots.

Deadline: End of August for the colour decision.

Church Forecourt / External Painting

- A volunteer is required to assist with painting the outside forecourt/front area of the church.
- Proposed date: Saturday 26th of September.
- Assistance will be needed with ladders and access to higher areas.
- Tom confirmed that his company will donate materials for this and other agreed projects up to April 2027.

Action: Identify volunteers to assist with the painting on 26 September.

The committee received an update on ongoing works around the church and parish grounds.

- Ryan is undertaking work on the path and fence at the back of the church.
- Cables have been identified in the garden, which may affect future work.
- A BBQ area is being considered.
- The proposal is for a concrete base with a cover and an integrated BBQ, effectively creating an outdoor kitchen.
- Further consideration will be required before the project proceeds.



4. TV & Film Quiz Night – 03 October

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

Date: 3 October 2026 (to be confirmed against the meeting agenda)

Quiz Format

- Five rounds will be based around different decades:
 - 1970s
 - 1980s
 - 1990s
 - 2000s
 - 2010s
- A fun game of Play Your Cards Right will take place during the evening.
- Each person responsible for a decade will prepare 10 questions.
- Questions are to be emailed to the Events team by 19 September.

Question Responsibilities

Round	Responsible
1970s	Chris & Pauline
1980s	Andrew & Jacqueline
1990s	Ana
2000s	Matthew
2010s	Kathryn

Event Roles

Role	Responsible
Host	Ana
Technology	Matthew
Door	Tom
Tea & Coffee	Mary & Mandy
Paper Swapper	Andrew
Raffle	Ana

Prizes

- 1st Prize: £10 cinema voucher – Tom to arrange.
- 2nd Prize: Movie-related prize – Ana to arrange.
- Raffle to be held during the evening.

Tuck Shop

Matthew and Kathryn will restock the tuck shop with:

- Popcorn
- Haribo
- Crisps
- Wine
- Pop
- Caprisun

The music playlists should also be checked in advance.



Actions:

- All quiz writers to submit 10 questions for their allocated decade by 19 September.
- Tom to arrange the £10 cinema voucher.
- Ana to arrange the second prize.
- Ana and Jacqueline to make a list of suitable items currently upstairs.
- Matthew and Kathryn to restock the tuck shop.
- Check music playlists and technical requirements before the event.

5. Christmas Fair Planning

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

Promotion & School Involvement

The committee discussed the difficulty of getting the event widely promoted and increasing involvement from the local schools.

- Matthew has contacted all four schools.
- St Saviour's has responded and will provide a choir this year.
- St Bernard's will discuss involvement in September.
- Responses are still awaited from Our Lady's and the High School.
- It was agreed that schools should be allowed to decide how they wish to participate.
- In previous years, children have been asked to bring chocolate and bottles; this approach may be offered to schools as one possible option rather than being imposed.

St Saviour's also collected raffle prizes for the parish last year through donations received for their own fair.

Brownies & Guides

- Kathryn will contact the Brownies and Guides regarding involvement in the Christmas Fair and the cupboard.
- Kathryn and Ana will arrange to visit the Brownies/Guides.

Supermarket Support

- Kathryn will contact local supermarkets regarding possible donations/support.

Stalls

- More stallholders are required.
- Robina will ask around regarding potential stallholders, including candle makers and bakers.

Children's Activities

A children's craft activity was discussed.

- Children could make Christmas cards or decorations for a small donation and take their creation home.
- Tom offered to obtain a craft box.
- The colouring activity used last year was not considered suitable as the table became occupied by people wanting to sit down.



Marquees & Car Park

- Sarah and Father Godlove will be asked to arrange for part of the car park to be blocked off for marquees.

Volunteers

- A notice will be placed in the parish newsletter asking for volunteers.
- Volunteer forms will be available for people to indicate which areas they would like to help with.
- A volunteer planning meeting will take place after 11am Mass on Sunday 27 September.

Tom also offered to take on the role of Father Christmas.

Actions:

- Continue following up schools regarding participation.
- Kathryn to contact Brownies/Guides.
- Kathryn to contact supermarkets.
- Robina to approach potential stallholders.
- Tom to source children's craft materials.
- Ask Sarah and Father Godlove about reserving part of the car park for marquees.
- Prepare volunteer forms and newsletter notice.
- Hold Christmas Fair volunteer meeting after 11am Mass on 27 September.

6. Parish Calendar / Future Events (15 mins)

Other Events / Children's Mass

The committee discussed activities following the October period and the need to consider alternatives to the regular BBQ.

- Options for events other than the BBQ after October will be discussed at the next meeting.
- A couple of adults are required to assist with the children at the **August Little Disciples Mass**.

Parish Events Calendar – 2027

A programme of events for 2027 was discussed.

Month	Proposed Event
January	Games Night
February	Lent Walk
March	General Knowledge Quiz
April	Wirral Walk – Fundraising for youth Lourdes Trip
May	International Mass / Procession
June	Northern Soul Night
July	Open Mic Night (Alternative to bingo)
August	Break
September	Quiz
October	Quiz
November	Quiz / International Mass
December	Christmas Movie Night / Christmas Fair



Lent Walk

- The Lent Walk will be developed with Deacon Tony.
- A minibus may be available.
- Information should be released before the end of 2026.

Wirral Walk

- The Wirral Walk will raise money towards sending young people to Lourdes.
- A walkers' group and a runners' group should be considered.
- The possibility of involving a Youth SVP group was also discussed.

Open Mic Night

- The committee discussed an Open Mic Night as an alternative to Bingo.
- The aim would be to involve parishioners and encourage people with musical or performance talents to take part.
- People from Theatre Porto could potentially be approached for assistance.
- Tom's father-in-law, who works part-time as a DJ, may be able to provide speakers and microphones.
- The same equipment/support could potentially be used for the Northern Soul Night.

Northern Soul Night

- The committee discussed organising a Northern Soul Night.
- Tom's father-in-law may be able to assist with music and equipment.
- The committee will contact St Werburgh's to find out how they organised their successful event.

Event Promotion

- Posters for parish events should be emailed to the headteachers of the local schools for distribution.



7. Actions & Next Steps (5 mins)

Action	Responsible	Deadline
Obtain Parish Centre paint tester pots	Tom	End of August
Decide Parish Centre Wall Colour	Committee	End of August
Identify volunteers for Church painting	Committee	Before 26 September
Complete Quiz Questions	All Assigned Quiz Writers	19 September
Arrange Quiz Prizes	Tom / Ana	Before Quiz
Restock Quiz Tuck Shop	Matthew & Kathryn	Before Quiz
Check Quiz Music/Technical Requirements	Matthew / Events Team	Before Quiz
Contact Brownies & Guides	Kathryn	Before Christmas Fair
Contact Supermarkets	Kathryn	Before Christmas Fair
Approach Potential Stallholders	Robina	Before Christmas Fair
Source Children's Craft Martial	Tom	Before Christmas Fair
Promote Volunteer Meeting	Committee	Before 27 September
Email Event Posters to Schools	Matthew	Ongoing
Develop Lent Walk with Decon Tony	Committee / Decon Tony	Before End of 2026
Investigate Northern Soul Night	Committee	Future meeting
Contact St Werburgh's regarding Northern Soul Night	Matthew	Future meeting
Explore Open Mic Night	Committee	Future meeting

8. Any Other Business (5 mins)

No further business was recorded.

Next Meeting: 9th September 7pm