

Saint Francis of Assisi Catholic Church Parish Advisory Committee Meeting

MINUTES

Sunday 8th February 2026 11.30am

PRESENT Canon Lordan, Steve Williamson (Chair), Dave Bebbington, Paul Brady, Patrick Coyne, Rachel Coyne, Don Downing, Geraldine Downing, John Dyne, Eileen Evans, Anna Frank-Keyes, Sarah Hazell, Kathy Home, Karen Kilcoyne, Joe Mankelow, Irene Spengler, Oonagh Thompson, Helen Zammit-Willson

1. Canon Lordan opened the meeting with a prayer

2. **APOLOGIES** Peter Burke, Anna Holmes, Lorraine Pizzey

3. **ITEMS FOR ANY OTHER BUSINESS (see below)**

4. **MATTERS ARISING FROM MEETING HELD SUNDAY 5TH OCTOBER 2025**

Christmas Gift Tree – this was a success with thanks to Eileen Evans.

Mary's Meal event – this was a success with thanks to the Synodality group for organising - £650 raised.

Organists – Oonagh reported that there was a general shortage of organists in the area, so the parish would not be able to get assistance with this.

Parish website – this has now been fully transferred to the parish, including payment arrangements.

Parish buildings inspection – this had taken place on 8th October 2025 – more details below.

Boiler inspections – this has been done – more details below.

Parish newsletter – feedback had been passed to Peter Burke – this was still being produced monthly and Peter is pleased with the range of articles being provided.

St Francis of Assisi relics in Rome – feedback had been passed to Jenny Griffiths – there has been some details about pilgrimages to Assisi in the bulletin.

Christmas Crib and decorations – thank you to Dave Bebbington, Geraldine Downing and other involved in organising these.

Safeguarding – progressing DBS checks is nearly complete and this is now a standing item on the agenda.

5. PARISH REPORTS

a) Parish Finance Committee

Lorraine Pizzey had sent her apologies, but provided a written update.

Two papers were circulated.

The first paper showed the parish financial position as at 5th January 2026, as follows:

PARISH ACCOUNT £27,792.44 DIDs £160,000 PETTY CASH £11.35

TOTAL FINANCIAL BALANCE £187,803.79

LIABILITIES

Collections - the latest collection for Christmas Offerings (£1770.91) and still need to be paid out.

Canon Lordan Priest allowances paid up to date, but he has yet to claim for mileage/other expenses since year end 2020 to date.

The second paper was a general report which included:

- that the parish was to receive £18,000 from the Cam yr Alyn Trust, which was set up in 1983 to benefit Christ Church, Rossett, the Presbyterian Church Rossett and St Francis of Assisi. The Trust has now been dissolved as the administration of the Trust seen as too onerous to continue
- that a new boiler had been installed in the presbytery at a cost of £2,800
- that an additional £10,000 had been added to the Diocesan Internal Deposit Scheme – bringing the total up to £160,000, which could be call upon at short notice should the parish require it.

b) Property Group

An inspection of parish building had taken place on 8th October by David Metcalfe and Helen Zammit-Willson, and a number of small maintenance tasks had been noted. Additionally, David is at the Church most days and routinely identifies and resolves property issues.

The following are a summary of some of the task completed – with thanks to David:

- Repository ceiling cleaned and painted – and window locked in position that provides ventilation.
- Flickering lights in the ladies toilet in the hall resolved.
- Replacement bulbs in church.
- External security light repaired.
- Liaison with Marstons in respect of boundary trees which have now been lopped.

David is also organising PAT testing to be carried out.

c) Health and Safety

Helen Zammit-Willson had liaised with Anna Holmes who confirmed that she maintained a register of the regular safety checks that were required and when they were due.

This showed the following:

Major Fire Alarm Service	Completed 13 November 2025	Undertaken annually
Gas Boilers – 3 boilers and cooker	Completed 23 July 2025	Undertaken annually
Electrical installation condition report	Completed 11 March 2024	Undertaken every 5 years
PAT testing	Completed 4 May 2022	Undertaken every 3-5 years

Only PAT testing was due to be completed and David Metcalfe is arranging for this to be completed.

ACTION POINT: DAVID METCALFE – PAT TESTING

d) Safeguarding

Karen Kilcoyne confirmed that there was nothing to report. Just waiting for one DBS to come through. She confirmed DBS checking was only required if individuals undertook home visits. Should SVP require DBS checks, this would be done through SVP rather than by the parish/diocese.

e) SVP

Eileen Evans reported that the group was still operating jointly with the Wrexham conference – with six members in total. The meeting were meant to alternate between Llay and Wrexham, but due to the travel arrangements of members of the Wrexham group these were happening mainly in Wrexham.

Eileen stated that new members were always welcome as there was much work to be done. Canon suggested that the Group should make a presentation from the pulpit annually, not only to ask for new members but also to ensure the parish were kept aware of the SVP activities.

There was a discussion about ensuring visiting was in pairs – which normal practice except when there was a long established relationship with the individual being visited.

The SVP group does a lot of work with the prison – including attending Masses on Saturdays, and they have had several articles in the parish newsletter.

f) Synodality Group

Steve Williamson reported that this group had met twice since the last PAC meeting, and had organised the Mary's Meals social event.

Recent discussions had been about prayer – personal, communal and contemplative.

There would be a report in the March parish newsletter covering the January and February meetings where contemplative prayer was/is going to be discussed.

The recommended number of participants for these meetings is ten – and this number has not yet been reached – so more attendees would be welcome.

The aim of the meetings is to increase the connection of the parish to God and to learn to listen to each other without judgement or comment, before general discussion.

Canon commented that the group needed to be conscious not to be seen as a clique. Steve responded that she was aware that this should be avoided and was keen for the group to welcome anyone who wanted to attend.

6. ANY OTHER BUSINESS

a) Easter arrangements:

Ash Wednesday is 18 February

There will be Stations of the Cross Wednesday afternoons before adoration and Friday evenings – Canon is happy for people to volunteer to lead on Friday, but will do them himself if no one does. Geraldine Downing will organise the Wednesday.

There would be no reconciliation service as the Cathedral will do one that people could attend, and Canon will provide reconciliation on Saturday mornings and on request.

The Triduum was discussed – Don and Geraldine Downing are on retreat over this period, so others will need to step up to ensure any services run smoothly.

It was agreed that there would be a Maundy Thursday Mass of the Last Supper and a Good Friday Passion Service – but no Easter Vigil. This was due to low numbers of attendees at the Vigil. Parishioners could join another parish for this service – Canon would probably concelebrate at the Cathedral.

Helen Zammit-Willson would organise a meeting of the readers to discuss covering the readings for Palm Sunday, Maundy Thursday and Good Friday.

For the Mass of the Last Supper there was a need to arrange enough people for the washing of the feet. Helen Zammit-Willson asked if communion could be offered under both kinds and it was agreed that with two volunteers (Helen and Rachel Coyne) receiving refresher training this would be possible.

ACTION POINT – HELEN ZAMMIT-WILLSON TO ARRANGE MEETING OF READERS TO DISCUSS COVERING READINGS

ACTION POINT – HELEN ZAMMIT-WILLSON TO LIAISE WITH GERALDINE DOWNING TO ENSURE ALL RESPONSIBILITIES OF THE TRIDUUM SERVICES ARE COVERED

ACTION POINT – HELEN ZAMMIT-WILLSON AND RACHEL COYNE TO RECEIVE REFRESHER TRAINING ON ADMINISTERING THE CHALICE

b) Use of recorded music for hymns during mass:

Steve Williamson suggested using recorded music during Mass when there was no organist available. Canon stated that this could only be for hymns and not for the Mass settings – and that it was essential that any arrangements ran smoothly so as to not disrupt the flow of the Mass.

Oonagh Thompson stated that using recorded music for congregational singing was acceptable under copyright law.

There was a general discussion and the provision of recorded music could be more complicated than anticipated – some churches had quite advanced set ups.

It was agreed that Steve and John Dyne would explore options

ACTION POINT – JOHN DYNE AND STEVE WILLIAMSON TO INVESTIGATE THE PRACTICALITIES OF USING RECORDED MUSIC FOR HYMNS DURING MASS AND REPORT BACK

- c) Parish Celebration and Commemorating the 800th anniversary of St Francis of Assisi:
Steve Williamson stated that the first Mass at the Llay Church had been celebrated on 6th June, and with it being the 800th anniversary of St Francis of Assisi it might be fitting to hold a parish celebration on that date. Geraldine Downing had also wanted to do something to commemorate the 800th anniversary.

Following discussion it was agreed that Geraldine and Steve should liaise to take this forward – something along the lines of a Mass, followed by a talk on St Francis Assisi (by Father Francis Maple if possible) and then a party – perhaps utilising the field if the day is fine.

They should seek help from other parishioners as required

ACTION POINT: STEVE WILLIAMSON AND GERALDINE DOWNING TO TAKE FORWARD THE IDEA OF A PARISH CELEBRATION OF THE FIRST MASS SAID AT ST FRANIS OF ASSISI CHURCH AND ALSO THE 800TH ANNIVERSARY OF OUR PATRON SAINT

DATE OF NEXT MEETING WILL BE SUNDAY 14TH JUNE 2026 11.30 AM (AFTER MASS)

Canon Lordan closed the meeting with a prayer at 12.45