

Saint Francis of Assisi Catholic Church Parish Advisory Committee Meeting

MINUTES

Sunday 14th June 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, Sarah Hazell, Evelyn Humphreys-Jones, Sheila Humphreys-Jones, Joe Mankelow, Alan Mills, Sheila Mills, Lorraine Pizzey, Helen Zammit-Willson

1. Steve Williamson opened the meeting with a prayer

2. **APOLOGIES** Peter Burke, Anna Frank-Keyes, Anna Holmes, Karen Kilcoyne, David Metcalfe, Barry William, Carol Williams

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

4. **MATTERS ARISING FROM MEETING HELD SUNDAY 8TH FEBRUARY 2026**

PAT testing – completed

Meeting of readers during Lent – held

Triduum arrangements – overtaken by events as no services held in parish

Refresher training on administering chalice – overtaken by events as Maundy Thursday service not held in parish

Recorded music during Mass – John Dyne reported that he has found a website that allows the download of the music that we would need. Further checks were required to ensure that this music was compatible with our current hymn books. John state that he was optimistic that the use of recorded music was possible, although it probably wouldn't be as good as having an actual organist. Further work is required and he would report again at the next meeting.

Parish celebration – this had been overtaken by events due to the announcement of Canon Lordan's retirement.

ACTION POINT – JOHN DYNE TO CONTINUE INVESTIGATING THE USE OF RECORDED MUSIC DURING MASS AND TO PROVIDE AN UPDATE AT THE NEXT MEETING

5. **ELECTION OF NEW SECRETARY AND HEALTH AND SAFETY OFFICER**

Steve Williamson explained that due to Helen Zammit-Willson being expected to leave the parish in the next few months she was looking for a volunteer to cover various roles. She now understood that Helen was not the PAC secretary, but actually the vice-chair, who happened to take the meeting minutes due to a lack of secretary. So as a minimum she was looking for someone to volunteer to do this in future.

Additionally, Helen had covered Health and Safety matters, so this was an area of need.

No volunteers were forthcoming.

Helen stated that the next meeting would be the Parish AGM, and therefore it that would normally be the time that new officers were identified and elected. She suggested that over the next few months people should consider who would be suitable to undertake these roles, so that they could be covered going forward. She also suggested that Steve should speak to potential candidates ahead of the AGM.

ACTION POINT – PEOPLE TO CONSIDER UNDERTAKING THE ROLES OF PAC VICE-CHAIR, PAC SECRETARY/MINUTE TAKER, AND HEALTH AND SAFETY OFFICER. STEVE WILLIAMSON TO SPEAK TO POTENTIAL CANDIDATES TO SECURE THEIR AGREEMENT AHEAD OF THE AGM

6. **PARISH REPORTS**

a) Parish Finance Committee

Lorraine Pizzey provided a written update, which showed the parish financial position as at 5th May 2026, as follows:

PARISH ACCOUNT £35,467.19 DIDs £160,000 PETTY CASH £42.35

TOTAL FINANCIAL BALANCE £195,509.54

LIABILITIES

Collections - the latest collection for Catholic Communication Network (£113.45) 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.

b) Property Group

David Metcalfe had sent a written report with his apologies.

The following are a summary of the tasks completed since the last meeting:

- All trimming completed on the conifers from the road to the bottom garden lawn – March
- Drain pipe repairs to rear building – 21st April
- All gutters cleaned and will now be done annually – 28th April
- Radiator repair in the sacristy – 8th June
- Two light bulbs replace
- New contract awarded for window cleaning. Will now be done more thoroughly – commenced May

c) Health and Safety

Helen Zammit-Willson confirmed that the PAT testing had been completed, but no other health and safety checks were due until July – which was the gas boiler checks. Anna Holmes continues to maintain a register of the regular safety checks required and when they are due, ensuring that they are taken care of:

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 February/March 2026	Undertaken every 3-5 years

d) Safeguarding

Karen Kilcoyne had sent a report in her absence as follows:

The diocese has confirmed that it is not using the DBS update service due to issues with the extent of the geography that is covered, and so continue to undertake these in hardcopy. They also confirmed that they continue to require separate DBS checks for anyone who requires one for roles they undertake for the parish. Additionally, they confirmed that they do securely dispose of certificates as per GDPR requirements.

The SVP undertake their own DBS checks (and do use the update service); Eileen reported that her last DBS check was completely very quickly. The prison also do their own DBS checks for anyone who becomes a regular visitor.

e) SVP

Eileen Evans reported that the group still had three members from the parish, plus three members from the Cathedral.

They continue to undertake lots of visits including prison visiting.

The national SVP conference is in July, but no one from the group is available to attend.

Eileen confirmed that they would always be grateful for new volunteers to join the group – the commitment is about 1 hour per week, with meetings every other week.

She also asked for people to pray for the group.

f) Synodality Group

Steve Williamson reported that this group meets every month and the main topics considered were related to formation.

They had begun to consider the seven gifts of the Holy Spirit, but now that the Pope had published his first encyclical, they had decided to review and consider this over the next few meetings.

There had been a webinar run by the Tablet on synodality, and this has also indicated areas to explore – such as being a missionary parish.

6. ANY OTHER BUSINESS

Geraldine Downing raised the issue of the announcement of Canon Lordan's retirement and the fact that the parish would have a new parish priest.

Canon Lordan confirmed that he would be retiring from 3rd August 2026.

He wanted to continue to live in the area for some time – partly to sort out the presbytery, and partly to straighten out some of his own affairs. As no other accommodation was available, with the three flats in Gresford fully occupied it had been agreed that he would continue to live in the presbytery, with the new parish priest living at the Cathedral but coming to the parish daily.

In respect of sorting out the presbytery, he would seek help to do this when he needs assistance.

Whilst Canon would not be the parish priest it was pointed out that he would still be part of the parish whilst he lived in the area, and how this would work with the new priest would have to be explored.

Geraldine asked if Canon wanted a "do" to celebrate his retirement, and Canon said no. However, Helen Zammit-Willson said it would be remiss of the parish not to mark the occasion in some way, and suggested that following Canon's last Mass on 2nd August that there should be a gathering in the parish hall, with tea/coffee, cake, etc. so that parishioners could convey their thanks for all his work. This was agreed and the ladies who organise the after Mass refreshments agreed to take this forward.

Geraldine also asked if we should have a gathering to welcome our new priest, and again this was agreed. Again this would take the form of a gathering after the 10am Sunday Mass on 9th August, with tea/coffee, cake, etc. organised by the same group of people.

ACTION POINT: LADIES WHO ORGANISE THE REFRESHMENTS AFTER 10AM SUNDAY MASS TO ORGANISE A GATHERING ON 2ND AUGUST TO MARK CANON'S RETIREMENT WITH TEA/COFFEE, CAKE, ETC., AND ALSO A WELCOME GATHERING FOR THE NEW PRIEST ON 9TH AUGUST WITH THE SAME FORMAT

DATE OF NEXT MEETING WILL BE THE PARISH AGM AND A PROVISIONAL DATE OF SUNDAY 4TH OCTOBER 2026 11.30 AM (AFTER MASS) WAS SET – OBVIOUSLY THIS WOULD NEED TO BE APPROVED BY THE NEW PARISH PRIEST

Canon Lordan closed the meeting with a prayer at 12 noon