

# **Saint Francis of Assisi Catholic Church Parish Annual General Meeting**

## **MINUTES**

**Sunday 29<sup>th</sup> June 2025 11.30am**

**PRESENT** Canon Lordan, Chrisopher Graffius (Chair), Dave Bebbington, Peter Burke, Patrick Coyne, Rachel Coyne, John Dyne, Eileen Evans, Anna Holmes, Fabian Holmes, Kathy Home, Evelyn Humphreys-Jones, Sheila Humphreys-Jones, Joe Mankelow, David Metcalfe, Alan Mills, Sheila Mills, Lorraine Pizzey, Margaret Robbins, Irene Spengler, Oonagh Thompson, Barry Williams, Carol Williams, Steve Williamson, Helen Zammit-Willson

1. Canon Lordan opened the meeting with a prayer

2. **APOLOGIES** Anna Frank-Keyes

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

4. **ELECTION OF OFFICERS**

After discussion it was agreed that Christopher Graffius would stand down as chair of the PAC and Steve Williamson would replace him.

Helen Zammit-Willson would remain as vice-chair.

There remained no volunteers to take the role of secretary, and therefore Helen Zammit-Willson would continue to take the minutes unless she was deputising for Steve as chair.

5. **MATTERS ARISING FROM MEETING HELD TUESDAY 11<sup>th</sup> FEBRUARY 2025**

Eileen Evans reported that she was waiting for the new September term before approaching schools in respect of the Christmas Gift Tree idea. She explained that she would see suggestions from them of children who would benefit from receiving a Christmas gift from the parish (e.g. female child aged 10, etc.) and then these would be added to a Christmas tree at the back of church for parishioners to choose to buy a gift.

Helen Zammit-Willson reported that the Diocesan Manager had advised that ideally the parish should have a health and safety representative to assist Canon Lordan with health and safety issues. There had been no volunteers and so she had updated the parishes risk assessments, and identified any action that was needed. Most issues were up-to-date such as testing of fire alarms, extinguishers, etc. with Anna Holmes organising most of this as parish secretary, but there needed to be regular reviews to ensure that this continued to be the case. David Metcalfe had also volunteered to assist. Christopher Graffius suggested that health and safety should be a regular agenda item on the PAC agenda.

### **ACTION POINT: STEVE WILLIAMSON**

In the absence of Geraldine Downing it was agreed to carry forward the action point in respect of Mary's Meals. This was in respect of the parish raising funds for this charity. It was agreed that the parish did want to continue to support worthy causes such as Sumy and Mary's Meals, despite the cost of living crisis. Canon reminded everyone that Mary's Meals were easily contactable for anyone who wanted to support them individually in the meantime.

### **ACTION POINT: GERALDINE DOWNING**

Helen Zammit-Willson reported that the meeting of readers to discuss the Easter Triduum responsibilities had occurred.

Oonagh Thompson reported that Geraldine Downing had asked the Clarion to publish a request for assistance in respect of organists for the parish, but that it had not appeared yet. A general

discussion about the need for organists was held, and it was agreed that Oonagh would approach Paul Booth (Diocesan Director of Music) for any assistance or advice he could offer.

### **ACTION POINT: OONAGH THOMPSON**

Canon Lordan thanked John Dyne for the aesthetic music he provided at Mass, which was a great addition.

## **6. COMMITTEE REPORTS**

### **a) Parish Finance Committee**

Two papers were circulated.

The first paper showed the parish financial position as at 5<sup>th</sup> June 2025, as follows:

PARISH ACCOUNT £37,528.09      DIDs £150,000      PETTY CASH £11.35

TOTAL FINANCIAL BALANCE £187,539.44

#### **LIABILITIES**

Collections - the latest collection for Catholic Communication Network and Bishops' Day for Life 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 the parish transactions for the year 2024/2025, which showed that the parish had spent £6,616.02 more than it had received. The main reason for this is that Canon Lordan had not received his priest allowance for a number of years. This is normally in the region of £1,700 per year, and this year he has received £8,605.83 to bring these payments up-to-date.

### **b) Property Group**

Dave Bebbington provided a verbal update in respect of his time as facilitator of the Property Group. This Group used to undertake tasks around the church property themselves, but in recent years the role is now about arranging craftsmen and professionals to undertake any work that is required.

Over the last three years the Group have organised the painting of church doors, cleaning and checking of gutters and downspouts, fixed the droopy ceiling in the hall, arranged a damp inspection of the church walls, cropped trees in car park, fixed a hole in the floor of the hall by the fire exit, upgraded glass panels in the church narthex to legally required safety standards, installed a fan in the servers' room with a humidity sensor stat, had the organ serviced, upgraded the lights behind the organ, repainted the trip hazard outside the church doors and installed disabled parking bays in the car park.

The church in Rossett (Christ the King) has also been sold – which would have been expensive to bring back into use due to potential asbestos in the floor tiles that required repair.

Dave reported that he was now retiring from the role, and that the current members of the Property Group were John Dyne and Brendan MacDonald – with other previous members either no longer in the parish or no longer active.

The role that requires to be filled is one of project management, and Dave has a file with the Property Group records of work undertaken and details of the firms who have previously been used, to hand on to his successor. The main issue would be the tree boundary with the Crown Inn, which is owned by Marstons. Marstons are reluctant to reduce the height of the trees, and it is difficult to get them to cut them back as well – although they are happy for us to cut back any

growth on our side of the boundary at our own expense.

When work is identified a quote would need to be sought, agreement from Canon received to undertake the work, and a time organised for it to take place that is convenient taking into account parish activities.

David Metcalfe volunteered to liaise with John Dyne in respect of taking on this role, as he is at church most days and could be a point of contact for any contractors undertaking work.

## **7. ANY OTHER BUSINESS**

- a) Helen Zammit-Willson raised that she had been paying for the parish website for a number of years, and that Don Downing was responsible for keeping it up-to-date. She would now like to hand back the financial responsibility for the website to the parish as she had now retired and her income has reduced. The domain name had just been renewed for two years at a cost of £28.78, and the annual fee had also been paid of £71.40. She asked that arrangements be made to transfer the account from her name to that of the parish.

### **ACTION POINT: DON DOWNING**

- b) Eileen Evans reported that the parish SVP group was now down to three members – Kathy Home, Anna Frank-Keyes and herself – with Eileen taking on all the officer roles (chair, secretary and treasurer). The group meets fortnightly, undertakes visits on a weekly basis, mainly to local care homes, and attends Mass at the Berwyn prison.

It has been decided to merge with the SVP group for the Wrexham Cathedral parish, as they also have reducing numbers and their chair has recently died.

She was seeking support from the parish in respect of volunteers to join the group, but also in respect of prayers.

She apologised for not providing an annual report to the parish in respect of SVP activities, but this was due to the commitments involved in undertaking all the officer roles.

Canon Lordan reminded the AGM that all visits by the SVP should be undertaken in pairs for the safety of SVP members, and also the protection of those that they visit. He also suggested that there is a regular appeal to the parish for volunteers, with a explanation of what they do.

- c) Canon welcomes the two new parishioners at the AGM – Paddy and Rachel Coyne, who had recently moved to Hope (they live in Val German's old house). Rachel confirmed that they were looking forward to getting involved in parish life and apologised for not being available to attend the next parish social event on 11<sup>th</sup> July.
- d) Canon also asked that parishioners remember that what we are trying to do is to make the presence of God apparent in the world – including within our parish. He mentioned the Jesus Prayer that we should say whenever we get frustrated with anything. "Lord Jesus Christ, Son of the Living God, Have mercy on me a sinner." He asked everyone to allow themselves to become aware of what was needed in the church and act.

**DATE OF NEXT MEETING WILL BE SUNDAY 5<sup>TH</sup> OCTOBER 2025 11.30 AM (AFTER MASS)**

Canon Lordan closed the meeting with a prayer at 12.40