

Minutes of Parish Advisory Committee Meeting
Sunday 7th December 2025 at 11.30am at St Michael's Centre

Attendees: Fr Matthew (FM), James Mulcahy (JM), Elaine Bright (EB), Stephanie Elias (SE), Lolita Parmesa (LP), Joe Disson (JD) , Margaret Evans (ME), Andreas Erhardt (AE), Vivian Evans (VE)

Apologies: Monica Chidgey (MC) Jesumary Vijayashankar (JV),

1. Opening Prayer

The meeting commenced with an opening prayer led by FM.

2. Apologies

Apologies were received and accepted from MC.

3. Minutes of Previous Meeting

The minutes of the previous meeting were approved by SE and seconded by VE.

4. Matters Arising and Chair's Points

No additional matters raised.

5. Parish Priest's Report, including Evangelisation Report

- **Open Church:** Going well, and part of the parish plans to evangelise, with various signs in and outside Church welcoming people. The Church is used outside of Mass times, as evidenced by votive candles lit and timing of donations made on the debit card machine.
- **Mass Attendance:** annual mass count came to 220 on average.
- **Use of Facebook:** Live streaming is well with new internet service provider, with Evening Prayer most days.
- **Evangelisation Team:** Continues to meet every fortnight, beginning with prayer and then discussion.
 - **ACTION:** The team to receive online coaching from Divine Renovation on the theme of 'Forming and Casting Vision'.

- **Audio Visual:** Television gives greater access to prayers and readings during 10am mass on Sundays and school masses. This allows faculty for sharing videos, e.g. Pope's intention for December.
 - **ACTION:** FM plans to purchase a second monitor in the New Year.
 - **Matter Arising:** AE commented that it may be beneficial for the system to also be seen by altar servers so that they participate more fully in the Mass, but for homilies when invited into the front pews.
 - **ACTION:** JM will include research into a small monitor connected with the main monitor to be visible from the sanctuary.
- **Thursday Lunch Club:** Running well. More members sought.
- **Archdiocese Youth Retreat for those aged 13-17:** 10 young people attended the retreat day in Cardiff, supported by JM and Nora Woodward.
- **Archdiocese Youth Retreat for those aged 18-35:** OLSM are hosting a similar retreat for young adults next Saturday. Archbishop Mark to lead mass.
- **Additional Sacraments:** 8 weddings this year, with 0 yet booked for next year. 28 funerals this year. 12 Baptisms this year.
 - **Matter Arising:** VE suggested leaflet drop to nurseries regards baptism for younger children and babies.
- **Concerts:** Abergavenny Orchestra and Unicorn Singers took place recently.
- **Parish Life:** Red Wednesday service took place on Wed 19th November, and Advent wreath making on Saturday 22nd November.
- **Interfaith Work:** FM continues as Chair of Churches Together, and several parishioners attend the meetings. FM attended an interfaith event organised by the Monmouthshire Council on Wednesday 12th November in Usk.
- **Away:** FM due to be away between Monday 29th December and Saturday 3rd January. Also, FM away between 29th June and 9th July to represent the Belmont Chapter at the General Chapter in Ireland.
- **Ongoing concerns with the car park:** Used as a short cut to get to St Michael's Road, using car park without a permit, size of vehicles, works bus land cruiser etc. Behaviour of car park users (speed etc). Addition of safety features, messages in school newsletters.
 - **ACTION:** School governors are, and will continue to be, on the gate and in the car park wearing high-viz jackets.

6. Reports from PAC Members

a. Catechesis & Children's Liturgy

- **Holy Communion:** 7 children enrolled on the programme this year. Sunday 7th June 2026.
- **Confirmation:** 8 young people due to make their confirmation on Sunday 21st June. Starting in March. An away day potentially for the candidates.
- **Children's Liturgy:** Going strong. Good numbers attending
- **Practical Focus in December:** Advent focus for December
Christingles to be made in Presbytery on Sunday 14 December

b. Filipino Community / Parish Connections:

- **Second session for floral arranging:** 13th December, involving both Filipino and Keralan communities. Rota for floral arranging in the parish sorted by LP and parishioners can sign up to commit to sorting the flowers.
- **Christmas Carols:** on Christmas Eve with Filipino community singing.
- **Filipino Christmas Party:** 20th December at the Labour Club.

c. Pro-Life / SPUC Group

- **South Wales Network Expansion:** SPUC looking to appoint a full-time development officer in hope of building network in South Wales.
- **Project Truth Pods:** Volunteers will be recruited nationally to build awareness.
- **Private members Bill in Parliament:** under scrutiny between now and April 2026. 10 Fridays allocated in House of Lords to discuss the bill.
 - **ACTION:** ME and FM to place a plea in the newsletter for parishioners to continue to write letters to the House of Lords to stop the bill going through.

d. SVP

- **Helping beneficiaries in parish area:** food parcels, lifts to church, visiting when able
- **Hospital chaplaincy:** Links made following the request for nightwear- we coordinated with other parishes and conferences in north Gwent to help out
 - **ACTION:** Provide Catholic representation in the new prayer room in Nevill Hall.
 - **ACTION:** Parishioners who work at Neville Hall hospital may be able to post a parish newsletter somewhere in the hospital, and co-ordinate for

access to Catholic literature, prayer cards that may lead patients, visitors & staff towards our Catholic community.

- **Mini Vinnies:** sending Christmas cards to beneficiaries and parishioners who get visited.
- **Ebbw Vale Appeal:** The school in Ebbw Vale whom we support lost all their food with a vermin infestation. An emergency fund has been set up to make sure the vulnerable families
 - **ACTION:** Parishioners are encouraged to contribute to this appeal
- **DBS:** SVP to take over the admin of DBS for Visiting SVP members. Those having roles in the parish will have to have a separate DBS
- **Conference membership:** Seven full members, and four auxiliaries.

e. Choir / Michael's Mates

- **Carol Service:** Takes place tomorrow Monday 8th December at 6.30pm. Joint event with OLSM School, St Albans and the parish. Ticketed event.
- **Michael's mates to resume in February 2026**
- **Christmas preparations have begun**
- **New appeal for members in New Year**

7. Finance (FM reporting)

- **Church repairs:** Repairs made to the church and house, guided by the architects, with others yet to be made. Church ensured to be watertight.
- **Car Park:** New speed signs purchased. Ground maintenance conducted for hedges, leaves and weeds.
- **Audio Visual:** There are plans to purchase a second television monitor for the church in the New Year.
- **Electrical 5 year checks:** Conducted and waiting on invoice.
- **Contactless Card Payment Machine:** Working well, with usage for both donations and the piety stall
- **Piety Stall:** Spending focused on Xmas/Advent-related items
- **Collection Counting:** Working well.
- **Car for Parish Priest:** Current car will not be worth any significant, expensive repairs.
 - **ACTION:** New car to be sought with guidance from Finance Committee.
- **Calvary Works:** Faculty received, waiting for the architect to proceed.

- **Sunday Refreshments:** Money raised has gone to CAFOD in three donations of £500.
- **NO 2 (Belmont) Account:** Generated a surplus of 12k+, which was boosted by 8 weddings and 28 funeral fees.
- **Mass Intentions:** Parishioner donations received by way of mass intentions and November list donations.

8. Safeguarding/Health and Safety

- No new updates

9. Headteacher's Report

- **Car Park:** Car permit scheme for school parents been emphasised again this school year. Bollards damaged so need replacing.
- **Lower Phase Nativities:** Tuesday 9th and Wednesday 10th December 2026 at 2pm.
- **RE school inspection:** awaiting report
 - **ACTION:** RE display to be established in church focussing on the pupil profile virtues in January 2026
 - **ACTION:** JM offered to support school with promoting the Jesuit Pupil profile and displays in school. VE, JM and SE to discuss further.
- **School Masses:** Spring Masses for Years 3-6
- **Easter liturgies:** in Lent
- **Magister Resources:** being used for curriculum resource to fulfil requirements of the new RECD
- **Involvement and support from FM:** FM supporting in school weekly.
- **Mass for religious:** 2nd February Mass to be supported by pupils.
- **Further community ties:** VE to become a trustee of Plas Gunter Mansion
- **Godly Play:** OLSM school are looking for sponsorship to participate in Godly Play training that leads to accreditation to train other members of staff in-house.
- **Foundation governors:** Three newly-appointed foundation governors.

10. St Michael's Centre Update

- **Building Condition:** Repairs all finished, looks good, centre running well.
- **Grant awarded for new resources and equipment.**

11. Any Other Business (AOB)

- **Archdiocesan Day for the Religious:** OLSM are hosting the religious of the Archdiocese here on Monday 2nd February (Day of Prayer for Consecrated Life) with Mass at 12 noon with Archbishop Mark.
- **Altar Server Albs:** AE suggested that new albs should be purchased as altar servers are outgrowing their current albs.

12. Date of Next Meeting

To be held at 11.30am on 1st February 2026 in St Michael's Centre.

Closing Prayer

The meeting concluded with a prayer led by FM.