THE GOVERNING BODY OF THE CHURCH IN WALES

WEDNESDAY AND THURSDAY 11 AND 12 SEPTEMBER 2013

TIMETABLE AND DOMESTIC ARRANGEMENTS

**Wednesday**

- **from 10.00** Allocation of Room Keys/Registration
- **10.50** Madam Bevan’s Charity
- **11.00** Powis Exhibition Fund
- **11.30** Chairs & Assessors meeting
- **12.30** Lunch
- **From 12.00** Issue of Simultaneous Translators
- **13.30** Commencement of Business
- **18.30** Dinner
- **20.00** Evening Prayer and Sacred Synod

**Thursday**

- **07.30** Holy Eucharist
- **from 08.00** Breakfast
- **from 08.45** Registration
- **09.30** Re-commencement of Business
- **13.00** Lunch
- **14.00** Continuation of Business

**Coffee and tea will be provided during suitable breaks in proceedings**

**Accommodation**

The cost of accommodation and meals for members and guests will be met initially from central Church funds. If you are bringing guests (including spouses) you will have received an account with your papers. Please send cheques (payable to the Representative Body of the Church in Wales) to Alison Smith in settlement of guests’ accounts as soon as possible after the meeting.

**PLEASE NOTE THE FOLLOWING:**

Members may be accommodated in the following Halls of Residence:

Lloyd Thomas Hall; Roderick Bowen, Carl Lofmark and Edwin Morris Halls.

You will be advised of your room allocation at the Information Desk in the Arts Hall Foyer on arrival.

Late applicants will be accommodated where space is available. If you have not replied using the accommodation form enclosed with the first Mailing, please do so now – N.B. all Governing Body members receive this mailing, regardless of their attendance at the meeting.

**Will members/guests please note that room keys will be distributed, from 10.00 on Wednesday, at the Information Desk situated in the main Arts Hall Foyer.**
Important: On departure, would members leave room keys on the desk in their room.

Displays and Presentations

Representatives from Church in Wales Publications, Churches Together Bookshop, St Michael’s College Ordinand’s Cycle Pilgrimage of Welsh Cathedrals, Mothers’ Union and Christian Aid / Fair Trade will be present in the Arts Hall foyer. Clerical Outfitters Ironbridge Vestments Ltd and Whipells Ltd will also be present.

Question Time

As you are aware, there will be a Question Time on Wednesday, 11 September. Written questions have already been received at 39 Cathedral Road, Cardiff and will be answered orally during Question Time. The questioner will be allowed one supplementary question or to make a brief comment on the answer given.

Refectory, Common Room and Bar Facilities

All meals are served in the Refectory in Lloyd Thomas Hall. Breakfast is self-service but at other meals there is waitress service. There is a wine bar in “1822” the lounge outside the Refectory, which is available on Wednesday and Thursday for meals. The main bar is in the Student Union across the river behind the Arts Hall.

Arts Hall

Please assemble in the main body of the hall – desks and chairs are provided for all members and official guests. Rows of chairs for visitors and non-members are provided at the rear of the Hall. Please go to the Information Desk in the Arts Hall foyer from 10.00 on Wednesday and 08.45 on Thursday to record your attendance. It is important that you record your attendance on both days. These lists will be removed during the course of the day.

(Section 20 of the regulations in Chapter II of the Constitution provides that the Secretaries of the Governing Body must send to the Secretary of each Diocesan Conference a list of attendance of members representing the diocese at meetings of the Governing Body.)

Information Desk

An ‘Information Desk’ will be situated in the main Arts Hall foyer, where members can go with any problems regarding their accommodation. Attendance is recorded and room keys are distributed from this Information Desk.

Wi-Fi

If Governing Body members wish to use the University Wi-Fi network a user name and password must be requested in advance. Please advise John Richfield at johnrichfield@churchinwales.org.uk if you require access to the network by Monday 2 September latest. The University will allocate usernames and passwords to you and these can be collected at the Information Desk on arrival. Please note that advance reservation is essential.
Use of Welsh Language

Members have been allocated receivers to enable them to hear the English translation of speeches in Welsh as they returned the forms sent with the first mailing.

If you have been allocated a receiver, these will be issued from 12.00 at the information desk in the Arts Hall Foyer on Wednesday. Please assemble in the Main Hall five minutes before the commencement of the business session to test your receiver. Please ensure you return your receiver to us on departure. Please turn off your receiver when not in use.

If you decide to address the Governing Body in Welsh, please help the translator by informing the members and pausing long enough to allow them to put on the translation equipment, including if you change from English to Welsh during a speech.

Car Parking

Please park in the parking area at the rear of the halls of residence (entrance from far end of Station Terrace) or alternatively on the tennis court car park. If you are staying in Lloyd Thomas Hall, please follow the signs for the car park on the tennis courts. There should be good availability of space in the Car Park at the rear of the Halls over the river, accessed from the far end of Station Terrace. A map of the campus is enclosed with this mailing.

Please do not park on the roadways within the University grounds or obstruct other visitors, as fire regulations require clear access at all times to every hall of residence and to other buildings.

Collections

There will be collections at the service of Evening Prayer on Wednesday and the Holy Eucharist on Thursday morning. The money will be given to the Archbishop of Wales Fund for Children. The Fund supports church and community organisations working with children and families in Wales. The Representative Body can use the Gift Aid Scheme if members write their names and addresses and the date on the envelopes that will be provided. Members need to be UK tax payers and have paid an amount of income or capital gains tax which is at least equivalent to the tax to be reclaimed on their gift. Tax will be reclaimed from HMRC, enhancing substantially the gift of the Governing Body.

Telephone

There are several pay phones on the Campus. The University switchboard telephone number is 01570 - 422351. The Reception Office is normally staffed 24 hours a day – if security staff are out on a call they use a mobile telephone, the number for which is on the door of the Reception office. This emergency only number is 07976 528354.

Name Badges

The colour coding of badges is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Ex-officio</td>
<td>White</td>
</tr>
<tr>
<td>Co-opted</td>
<td>Green</td>
</tr>
<tr>
<td>Ex-officio and Elected:</td>
<td></td>
</tr>
<tr>
<td>St Asaph</td>
<td>Pink</td>
</tr>
</tbody>
</table>
Bishops’ Retiring Room

Lecture Room 6 (known as the Seminar Room in the Department of Archaeology) is being set aside for use by the Bench of Bishops as a retiring room.

Please stand when the Bishops enter the Arts Hall at the beginning of the meeting of the Governing Body.

Meeting of the Sacred Synod

The Sacred Synod of the Church in Wales will meet during Evening Prayer on Wednesday 11 September in the University Chapel at 20.00, to confirm the appointment of the Bishop-elect of Monmouth. All members of the Governing Body are invited to attend. Members of the public are also welcome to attend.

Voting Cards

Members will be issued with individual voting cards at the Information Desk in the Art Hall Foyer. Different coloured cards will be issued to bishops, clerics and laity.