THE GOVERNING BODY OF THE CHURCH IN WALES

TUESDAY TO THURSDAY 5 - 7 APRIL 2016

TIMETABLE AND DOMESTIC ARRANGEMENTS

Tuesday

from 17.00 Information Desk
19.00 Dinner
20.45 Chairs and Assessors Meeting
20.45 Meetings for Group Facilitators and Note-takers

Venue Cymru Foyer
St Georges Hotel
Crafnant Room, Venue Cymru
Harlech and Rhuddlan Rooms, Venue Cymru

Wednesday

from 08.00 Breakfast
09.15 Holy Eucharist
from 10.15 Registration
from 10.30 Coffee
11.00 Commencement of Business
13.00 Lunch
14.00 Continuation of Business
18.00 Evening Prayer
19.15 Dinner
20.45 Induction for new members
21.30 Archbishop’s Reception

Hotels
St Paul’s Church, Craig y Don
Foot of Hall Stairs, Venue Cymru
Foot of Hall Stairs
The Hall (back)
The Hall
Orme Suite
The Hall
Holy Trinity Church
St Georges Hotel
The Hall, Venue Cymru
Conwy Room

Thursday

Breakfast
09.00 Registration
09.30 Morning Prayer and Bible Study
13.00 Lunch
14.00 Continuation of Business(as necessary)

Hotels
Foot of Hall Stairs
The Hall
Orme Suite
The Hall

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 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 will be accommodated in hotels.

Members will be sent a note or email detailing your hotel allocation separately. 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.
Displays and Presentations

Representatives from Church in Wales Publications / Churches Together Bookshop, Mothers’ Union, Christian Aid / Fair Trade, the Churches Mutual Credit Union, Church in Wales Training, the Royal Schools of Church Music and Clerical Outfitters, J Wippell & Co Ltd, Ironbridge Vestments Ltd will be present at the rear of the Hall.

Question Time

As you are aware, there will be a Question Time on Thursday, 7 April. Written questions have already been received at 39 Cathedral Road, Cardiff and these 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

Breakfast is provided in your hotels. Lunch is provided in Venue Cymru, dinner in the St Georges Hotel. There are bars in Venue Cymru, and most adjacent hotels.

The Hall, Venue Cymru

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. Staff will be in the area at the foot of the stairs outside the meeting hall from 10.15 on Wednesday and 09.00 on Thursday to help you 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 morning.

(Section 20 of the Regulations relating to 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 Venue Cymru Foyer from 17.00 on Tuesday, and for the rest of the meeting, at the foot of the stairs below the meeting hall, where members can go with any questions they may have.

Wi-Fi

There is Wi-Fi access available in Venue Cymru. This is free to members, please ask Venue Cymru reception for an access code.

Meeting Papers

Members who have opted to collect the balance of their papers as hard copies should collect them from the Information Desk.
Use of Welsh Language

Members who requested them have been allocated receivers to enable them to hear the English translation of speeches in Welsh.

If you have been allocated a receiver, these will be issued from 10.15 at the information desk on Wednesday. Please assemble in the Meeting 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

Car parking is strictly controlled and there is limited parking at Venue Cymru. Members may park near their hotels or on the part of the sea front where there are no parking restrictions. Car parking is available in some hotels. There is a pay and display car park near Venue Cymru, and much of the promenade is also pay and display. There are 20 disabled bays at Venue Cymru, where vehicles must display blue badges.

Collections

There will be a collection at the Holy Eucharist on Wednesday and the service of Morning Prayer on Thursday morning. The collection will be given to an organisation called Children in Distress – a charity dedicated to helping suffering children in the Balkans and Eastern Europe - ‘Europe’s forgotten Children’. For further information see www.childrenindistress.org

The Representative Body can use the Gift Aid Scheme to claim back tax 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 the HMRC, enhancing substantially the gift of the Governing Body.

Telephones

There are several pay phones in Llandudno nearby. The telephone number of Venue Cymru is 01492 - 879771. Contact details of hotels will be provided separately.
Name Badges

The colour coding of badges is as follows:

<table>
<thead>
<tr>
<th>Role</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>
<tr>
<td>Bangor</td>
<td>Blue</td>
</tr>
<tr>
<td>St Davids</td>
<td>Red</td>
</tr>
<tr>
<td>Llandaff</td>
<td>Yellow</td>
</tr>
<tr>
<td>Monmouth</td>
<td>Cream</td>
</tr>
<tr>
<td>Swansea &amp; Brecon</td>
<td>Brown</td>
</tr>
<tr>
<td>Staff</td>
<td>Lilac</td>
</tr>
</tbody>
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Bishops’ Retiring Room

Meeting Room 2 in Venue Cymru is being set aside for use by the Bench of Bishops as a retiring room.

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

Induction for new members

An Induction Session will be held on Wednesday 6 April at 20.45 in the Hall where the Governing Body meets. It is intended to help members with procedural matters and to afford an opportunity for questions in an informal setting. You may find it helpful to bring your copy of the “Members Guide to the Governing Body 2014”.

President’s Reception for New members

If this is your first Governing Body meeting, do come along to a reception to be held in the Conwy Room in Venue Cymru on Wednesday 6 April at 21.30. The Archbishop and members of the Standing Committee would like the opportunity of meeting you and welcoming you to the Governing Body.

Group Discussions

There will be an opportunity for discussion in small Groups at the Governing Body meeting. The discussion groups (on Wednesday afternoon) will be on issues arising from the Implementation Group’s Report. For details see the Report from the Implementation Group and the procedural note with your papers. It is intended that discussion groups report back in plenary in this session of the Governing Body.

Voting Cards

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