

Parish of St Augustine, Tonge Moor

MEETING OF PARISHIONERS

9/5/2021 AT 2.00PM

AGENDA

1. Apologies for absence
2. Minutes of the Meeting of Parishioners 25/10/20 (*below*)
3. Matters arising
4. Election of Churchwardens
5. Date of next meeting
6. Close of Meeting

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MINUTES OF THE MEETING OF PARISHIONERS HELD 25th OCTOBER 2020

(following Mass at 10.30am)

1 Apologies for Absence

Apologies were received from Joyce Harwood, Lesley Emerton and Diane Bloor.

The meeting was live streamed on Zoom. Mandi Watson and Nancy Shannon joined the meeting on line.

2 Minutes of the meeting held on Sunday 7th April 2019

There being no amendments it was proposed by Pam Davies and seconded by Margaret Mullen that the minutes be accepted as a true and accurate record.

Carried unopposed with five abstentions.

3 Matters arising

There were no matters arising. However, it was noted that the Agenda for today's meeting shows the date as 26th and not 25th October 2020 (the meeting having been moved from 19th April because of Covid-19).

4 Election of Churchwardens

Two nominations were received from David Taylor and Ruth Taylor who were elected unopposed

5 Date of next meeting

The next meeting will take place on Sunday 9th May 2021 following Mass at 10.30am.

Fr Tony closed the meeting at 11.45am.

THE ANNUAL PAROCHIAL CHURCH MEETING

TO BE HELD ON 9/5/2021

Immediately following the Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting 25/10/20
3. Matters arising
4. Elections
 - a. Members of the PCC (The first meeting of the new PCC will take place following this meeting to appoint Officers)
 - b. Appointment of Sidesmen
 - c. Independent Auditors
 - d. Parish representative on the Deanery Mission & Pastoral Committee
 - e. Parish Representative on *Building Bridges* project
5. Reports
 - a. Membership of the Electoral Roll
 - b. Parochial Church Council
 - c. Financial statements of the PCC for the previous year
 - d. The fabric, goods and ornaments of the Churches
 - e. Deanery Synod
 - f. Parish Child Protection Co-ordinator
 - g. Sunday School/Creche and Messy Church
 - h. Brownies
 - i. Walsingham Cell
 - j. Mother's Union
 - k. Pastoral Visiting Group
 - l. Building Bridges project
 - m. Coffee shop/sunday mornings
 - n. Flower Group
 - o. Garden Group
 - p. Social Committee
 - q. Church Cleaning
6. Incumbent's Report
7. Any Other Business (to be notified before the meeting)
8. Date of next Annual Parochial Church Meeting
9. Close of Meeting

Minutes of the Annual Parochial Church Meeting held on 25th October 2020

1 Apologies for absence

Apologies were received from Joyce Harwood, Lesley Emerton and Diane Bloor.

The meeting was live streamed on Zoom. Mandi Watson and Nancy Shannon joined the meeting on line.

2 Minutes of meeting held 7.4.2019

Item c – Appointment of Sidesmen: ‘John Harrison’ should read ‘John Harrison’.

Item f – Parish Safeguarding Officer: ‘Paul Holmes-Patel’ should read ‘Paula Holmes-Patel’.

Subject to the above amendments it was proposed by Margaret Mullen and seconded by Sue Loftus that the minutes be accepted as a true and accurate record.

Carried unopposed with four abstentions.

3 Matters arising from minutes of 7.4.2019

There were no matters arising. However, it was noted that the Agenda for today’s meeting shows the date as 26th and not 25th October 2020 (the meeting having been moved from 19th April because of Covid-19).

4 Elections

a) Deanery Synod

Following the Bishop of Manchester’s re-organisation of the Deanery it has been confirmed that Bolton and Deane Deaneries will be amalgamated.

Linda Parkington, Pam Davies and Margaret Mullen were elected as our representatives on Deanery Synod.

b) PCC

As Margaret is now a representative on the Deanery Synod her place on PCC becomes vacant which means there are now five places available.

Nominations were received from Mike Cheetham, Gill Browne-Townley and Mandi Watson.

In the absence of other nominations all of the above were duly elected.

c) Appointment of Sidesmen

The following were appointed as sidesmen:

Ken Fisher, John Harrison, Katherine Taylor, Paula Holmes-Patel and Derek Turner.

d) Independent Examiner for Accounts

Balshaw’s were appointed, unopposed, to audit the accounts next year.

e) Parish Representative on Deanery Pastoral Committee

Gill Browne-Townley was appointed.

f) Parish Representative on the Building Bridges Project

Pam Davies is happy to continue as our representative on the Building Bridges Projects which is based at the Church @ the Centre.

5 Reports

Reports were received for membership of the Electoral Roll; Parochial Church Council; Treasurer’s Report / financial statements for the PCC for the previous year; Fabric, Goods and Ornaments of the Churches; Deanery Synod; Parish Child Protection and Vulnerable Persons Co-ordinator; Sunday School; Messy Church; Brownies; Walsingham Cell; Mothers’ Union; Pastoral Visiting Group; Building Bridges Project; Coffee Shop/Sunday morning tea and toast; Flower Fund; Garden Group; Social Committee and Church Cleaning Group.

The following comments were made:

a) Electoral Roll.

Rainer Carr confirmed he is happy to continue as the Electoral Roll Officer.

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- b) PCC report
Ruth Taylor was not on the list of PCC members (as Church Warden) and Lesley Emerton has now retired, her place as Deanery Synod Representative having been taken by David Taylor.
- f) Child Protection and Vulnerable Persons Co-ordinator.
As required by Church of England regulations the report of the Parish Child Protection and Vulnerable Persons Protection Co-ordinator was read out at the meeting. Margaret Mullen agreed to continue in the role and was thanked by Fr Tony for her work on safeguarding.
- g) Sunday School
There are no plans yet to restart Sunday School.
- h) Messy Church
There are no plans to restart Messy Church but if and when we do, we will not be able to provide food.
- i) Brownies
Fr Tony thanked Ruth Taylor for her service as she retires as Brown Owl.
- j) Walsingham Cell
This year's pilgrimage has been cancelled because of Covid-19 restrictions. No bookings are being taken until at least next year although the Shrine is open for private prayer. Fr Tony thanked Elsie Hollinrake and Linda Parkington for their work.
- k) Mothers' Union
Fr Tony thanked Elsie and other officers for their work.
- l) Pastoral Visiting
There is no visiting at present but some virtual visiting is taking place.
- n) Coffee Shop
Fr Tony thanked John Harrison for his work running the Coffee Shop.
- o) Flower Group
Fr Tony thanked Cath Hale and helpers for their work, particularly at the major festivals.
- p) Gardening Group
Fr Tony thanked David Taylor and helpers.
- q) Social Committee
This is an important aspect of church life and Fr Tony thanked Elsie Hollinrake and others for their working in planning and hosting events. Hopefully social events will resume in the future.
- r) Church Cleaning
Church cleaning can be resumed. If more than one person attends everyone must observe 2 metres social distance and wear face coverings.

6 Incumbent's Report

Fr Tony delivered his report, a copy of which is attached to and forms part of these minutes.

7 Any Other Business

None to report.

8 Date of next Annual Parochial Church Meeting

The next meeting will take place on Sunday 9th May 2021 following Mass at 10.30am.

9 The meeting closed at 12.20pm.

REPORTS TO THE ANNUAL PAROCHIAL CHURCH MEETING

9/05/2021

a. ELECTORAL ROLL

2021 Electoral Roll Report

This report covers the second year since the creation of a new Electoral Roll for the parish of Tonge Moor in 2019.

Notable changes following last year's lockdown delays are shown in the table below:

Electoral Roll Movement Summary

Electoral Roll Oct 2020	Voluntary Removal	New	Deceased	Added on 16 th Birthday	Total on Roll
78	0	0	3	0	75

R Carr

b. ST. AUGUSTINE'S PAROCHIAL CHURCH COUNCIL

See appropriate section in the Accounts Pack.

c. TREASURER'S REPORT

See appropriate section in the Accounts Pack.

d. FABRIC, GOODS AND ORNAMENTS REPORT

ST. AUGUSTINE'S, AND ST. AIDAN'S

The effect of Covid-19 was that the Churches were closed from March to July and re-opened with reduced numbers – seating plans, hand sanitisers, one-way system, pews roped off and masks. We are grateful for those who volunteered as Welcomers to replace sidesmen, with additional duties of wiping down pews after each Mass, taking names to record attendees and ensuring contact details are registered.

Fr Tony has done a splendid job of upgrading communication systems to stream Mass and has arranged fixings for microphones etc.

The Wardens were very disappointed that we couldn't honour our commitment to pay most of our Parish Share due to reduced income.

Church Wardens: David & Ruth Taylor

e. WALMSLEY DEANERY SYNOD REPORT

Due to the Covid restrictions in 2020, the Walmsley Deanery Synod met via Zoom once churches re-opened after the national lockdown. Discussions centred round the proposals and consultation period for the 'Transforming Manchester Diocese - Mission Communities' plan. These included the appointment of new area deans, the reduction of the twenty deaneries down to seven and the shortfall in stipendiary clergy within the Diocese both in the short and long-term future.

David Taylor stepped down from being one of our parish reps so following the last APCM, the reps are Pam Davies, Margaret Mullen & Linda Parkington along with Fr Tony.

Linda Parkington

f. PARISH CHILD PROTECTION CO-ORDINATOR

REPORT TO THE APCM OF ST AUGUSTINE'S TONGE MOOR (09/05/21)

The P.C.C. adopted The Church of England, Diocese of Manchester document

'Parish Safeguarding Handbook... promoting a safer church.' (Published October 2018).

The document refers to Best Practice and states that Best Practice is the responsibility of everyone, not just those who work with children and young people. This means that as a congregation we should support our leaders in whatever way we can but particularly by not allowing leaders to place themselves in vulnerable situations.

Actions already implemented:

- All P.C.C. members, Sunday School teachers, the organist and the church wardens checked and cleared by the CCPAS (Churches' Child Protection Advisory Service) and now in possession of DBS (Disclosure and Barring Service) Certificates and have signed a self-declaration Form
- P.C.C. MEMBERS, Sunday school teachers, the organist and church wardens have received a copy of: 'The Good Practice guidelines', The Parish Policy Statement and The Parish Safeguarding Handbook.
- Most members of the P.C.C. & Sunday school teachers have successfully completed Basic Online Safeguarding Training.
- Name and phone number of Parish Safeguarding Officer appears in church magazine and on posters.
- ChildLine and NSPCC posters and information cards displayed in the church and Parish Hall.
- Safer recruitment & Safeguarding Training attended by Safeguarding Officer.
- Safeguarding is a regular item on the PCC agenda and an information/awareness course has taken place.
- A second child protection recruiter has been appointed.
- Information, regarding Safeguarding and policies, is on the Church website/Facebook.

Actions to be addressed:

- Review policy statements at Annual Parochial Church meeting.
- Safeguarding Training to be completed by all members of the P.C.C. and renewed every 3 years.
- Send recommendations, policy statement, to any new leaders/helpers in Sunday School, P.C.C. and church wardens. Applicants to apply for DBS certificates and complete Basic Online Safeguarding Training.
- DBS certificates to be renewed every 5 years.
- Attend any Safeguarding Training Courses which take place throughout the year.

Finally, I would like to say that having Safeguarding Children and Adults at Risk Policies does not guarantee abuse will never happen here, but it does provide another hurdle which perpetrators need to cross before gaining access to children and vulnerable adults at St. Augustine's.

Margaret Mullen

(Parish Safeguarding Officer, St. Augustine's Church, Tonge Moor, Bolton) March 2021

g. SUNDAY SCHOOL & MESSY CHURCH REPORTS

Our Sunday School continued to be held in the Parish Hall on Sundays. On the second Sunday of the month the children remain in church for the Family Service.

The Sunday School teaching is based on the gospel for the week and is planned around the Church Union Foundations which can be viewed on line. The session includes a chat explaining the gospel, prayer and an activity.

The number of children attending varies greatly from 5 to 15 which does make for difficulties with continuity of teaching, but the children attending appear to enjoy the session and participate willingly. The Sunday School originally had 9 Sunday School teachers, but for various reasons numbers have fallen to two.

Since March there have been no sessions at all.

Ruth Taylor

Messy Church Report 2020

Our Messy Church started in January 2019, following on from our Mission Action Planning, when on post it notes there was a request for more activities for children. Messy Church isn't just for children but is very child friendly.

It was decided that we would start by using the Sunday School lesson plan for the 2nd Sunday of the month that we don't use as there is a Family Service.

The themes were the Baptism of Jesus in January and Salt & Light based on Matthew 5 13-16 in February. We had had a planning meeting and got most of our activities together for the Transfiguration theme in March, when we had to stop meeting.

We meet on the 3rd Saturday of the month, from 11.00am, giving everyone a chance to attend the Saturday morning Mass. There are drinks available at the start, with at least 6 craft/activities around our theme, with additional colouring/activity sheets and play dough. At noon we go into church for the Angelus, and bring the theme together with a story, bible reading, prayer and hymn/song. We then go back into the Parish Hall for our lunch which we try to fit in with the theme.

We have a core of people who are regular in helping with the kitchen, activities, but always could do with more people to help, to cover holidays etc. The attendance was 31 in January and 33 in February.

Ruth Taylor

h. 27TH BOLTON ST AUGUSTINE'S BROWNIES REPORT

The new Programme was introduced during 2018. The 6 themed categories are: Know Myself, Express Myself, Be Well, Have Adventures, Take Action and Skills for My Future.

There are Interest badges, a girls' opportunity to explore her own interests, hobbies and passions outside of the unit setting.

Skills builders are designed to stretch and challenge girls of all abilities and enable them to develop core skills throughout their guiding journey.

A combination of unit meeting activities, interest badges and skills builders on the same theme will help girls build up to a Theme award that demonstrates the time they've dedicated to exploring that area.

We had a winter theme when we made fondant snowmen, a Scottish Theme to coincide with Burns Night with songs, craft and games, a Europe theme when we had activities matching flags and using different languages. We started off the year with Express Myself when we followed 2 dancing activities

En pointe, with ballet steps and Frogs in a pond. We did some Circus skills, including plate spinning, also had a story telling evening catch a story and sensory stories. We also chose Be Well, when we had a games night based on cyclist hand signals and Kabbadi, we also had a mindfulness section when we followed the invisible bubble, who was to know that only a few weeks later, not only would we think about giving someone or ourselves space, but keeping your distance had to be followed. We were due to have an evening with our Eating Well games on 17th March, when public gatherings had to stop.

A few personal things happened, our Brown Owl, Ruth Taylor was to retire at the end of March as she had been Leader for 40 years, and Nichola Smith who has taken over, sadly lost her mum, who lived in Plymouth, during the first lockdown, so had a tough time with communication, travel, funeral and family members. Our Leaders were in different situations, working from home, going to work as key worker and being furloughed.

We had no Brownie contact until July when packs were delivered with the items for Grow your Own badge. There was also a happy thoughts activity for them to do and a copy of the Collecting badge for them to do if they wanted to.

We started Zoom meetings in September with virtual activities and games. Then started giving them a craft/activity pack at the start of each month with items to use at the meetings, or do on their own if they didn't/couldn't get to join. We had a Halloween party with games, remembrance craft, making a poppy. We also carried on with Fire Fire! a Be Well activity and Excuses-Excuses & Motivate from Express Myself. We also had Christmas crafts when they made crackers and 'ferrero rochers'.

We gained a new Leader, Debbie Knight from Edgworth as her unit had shut so we now have we have 3 warranted leaders, 1 unit helper, 1 leader in training, and 1 occasional helper. We said goodbye to a few Brownies throughout the year so now have 8 on the register.

Ruth Taylor
Assistant Brownie Leader

i. WALSINGHAM

Our Cell met at the beginning of both February and March and enjoyed some social time together following our worship and devotions. We remembered our 'Dame' Doris Willan and gave thanks for her work as parish pilgrimage organiser for so many years. Cell members formed a guard of honour for her reception into church and after her Funeral Requiem, which was attended by Fr Kevin Smith, Priest Administrator of the Shrine, some of her fellow members in the Order of Our Lady of Walsingham and friends and former pilgrims from considerable distances away.

From mid March all places of worship were told to close completely due to the pandemic and although we re-opened for public worship at the end of July, the Parish Hall had to remain closed for gatherings of any kind. Consequently, our Cell did not meet again during 2020.

As there have been no resident pilgrims at the Shrine since the beginning of March we were unable to make our Parish Pilgrimage in August but news both from the Shrine and the Priory of Our Lady continue to be included in our parish magazine and we have managed to add colour photographs in the on-line version, which has been necessary since May. There have been opportunities to watch live-streamed services from the Shrine, including daily Shrine Prayers at 6pm and 9am Sunday Mass, and share in the @home events through the website and YouTube.

The Sisters at the Priory were delighted to receive our generous donation to their Charity of the Year from our sale of their calendar and notelets – a new venture for them.

Members of the Cell will have done their best to say the Angelus daily and fulfil the obligation to attend Mass on the feasts of Our Lady, either at home through our live-streaming or by being in

church with all Covid measures securely in place. The intention for our last Saturday in the month's 10am Mass continues to be for those who lead the worship and ministries at the Shrine and for its Priests Associate.

We look forward to resuming our regular Cell meetings sometime during 2021 and hope that we will be able to once again visit England's Nazareth later in the year, once appropriate restrictions are lifted.

Elsie Hollinrake & Linda Parkington

j. ST. AUGUSTINE'S MOTHERS' UNION REPORT

Branch Leader: Elsie Hollinrake

Our MU have not been able to meet for most of this year. The meetings held were our Christmas Meal in January, and in February, when David Morley was our guest speaker. When lockdown began Fr. Tony celebrated MU Mass with us via YouTube.

We have set up a contact chain between members, keeping in touch by telephone.

Members of Manchester Diocese MU put together a project called Mothers Union Lockdown poetry and images. This can be viewed on the MU YouTube page and a booklet of all the poems and images is available.

Thursday prayers are available via You Tube from midday on the second Thursday of the month.

There are resources available on the MU website which may be of help to you, especially during the time of lockdown.

Hopefully 2021 will see us meeting and praying together again in person.

Elsie Hollinrake

K. PASTORAL VISITING GROUP

Due to the restrictions imposed as a result of the Covid-19 pandemic, no visiting has been permissible for the past 12 months. We are deeply grateful, though, for the phone contacts arranged by the Wardens and Mothers' Union branch to keep in touch with members of the congregation.

Fr Tony

L. BUILDING BRIDGES PROJECT

Building Bridges in Tonge Moor was a partnership project involving Age UK, Bolton Inter-Faith Forum, Bolton at Home, Bolton Borough Council, Church at the Centre, Fusion, Entwistle Street Residents Association, St. Andrew's, St Augustine's and St. Aidan's, and Tonge Children's Centre.

It officially ended on the 30th April 2020 and Alison Dalton, the URC Church Related Community Work Minister, left for pastures new. She was inducted in to her new post in Sunderland on the 26th September at Roker United Reformed Church.

Building Bridges has accomplished much in the time it has been running, by bringing local churches and groups together, and enabling the community as a whole to get involved in various initiatives.

Some of these initiatives include the CommUNITY walk around Bolton; the Hate Crime Awareness Project involving the local children, including our Brownies; the Tonge Festival and the Celebrate the Changing Face of our Community.

Here at St Augustine's, we were able to run English as a Second Language classes with funding obtained through the Building Bridges connection, as well as being involved in the projects mentioned above.

It has been agreed that the connections made by Building Bridges should be maintained and nurtured in the coming years, and a new network group run along similar lines will be set up when the relaxing of COVID restrictions allows.

Pam Davies. Building Bridges representative.

m. ANNUAL REPORT FROM ST. AUGUSTINE'S COFFEE SHOP

Due to the restrictions imposed as a result of the Covid-19 pandemic, it has not been permissible to open the Coffee Shop during the past 12 months. We hope this will change after Government restrictions are due to be lifted later this May.

Fr Tony

n. FLOWER FUND

The Flower Group has been lead for a good number of years by Cath Hale, ably assisted by her husband Ted and by Jean & Derek Turner, Jimmy Faricy, Christine Latham, Barbara Wild and Mildred Taylor, and by numerous others when flowers are requested in church for special occasions, festivals and weddings.

During 2020 the lockdown started during Lent so no flowers were in church anyway. As Easter approached nobody was allowed in church, not even Fr Tony to livestream our Masses. On coming back to church in July there was still social distancing and restrictions in place: also we didn't have a full congregation so it didn't seem appropriate to have flowers.

For Christmas a bulk of poinsettia plants were purchased, and some artificial that can be used in future. At the end of the year Cath had announced that she was to step down from the responsibility: our thanks go to Cath and her helpers for their work over the years.

We now need someone to take over this role. There will be lots of volunteers to help in various ways and there is a flower fund to use to purchase items/goods as necessary.

Thank you to Katherine Taylor, Linda Parkington and Pam Davies, who had organised the flowers for Maunday Thursday and Easter.

If you feel you can take over the role to organise the flowers for church please do speak with Fr Tony or one of the Wardens.

Ruth Taylor

o. GARDEN GROUP

There is no Garden Group due to lack of volunteers. The Highways Department had emailed us re overhanging branches obscuring the Give Way sign at the top of Ainsworth Lane. Branches were pruned but we need planning permission to continue further.

St Augustine's grounds were deemed "out of bounds" during the first lockdown. However, since then we have managed to keep on top of grass cutting and litter, and again we thank Katherine for all her hard work in maintaining borders etc.

David Taylor

p. SOCIAL COMMITTEE

Sadly there is not a lot to report this year. We did eventually hold our Easter Draw although it was November. The 100 club is the only other social/fundraising we continued with.

We hope to reschedule some of the events we had planned in 2020, for 2021. We also want to try organising the Summer and Christmas fairs. These will only go ahead if the restrictions are lifted by the government. We will not hold socials and events which do not comply with the law.

Elsie Hollinrake

q. CHURCH CLEANING

See separate sheet