

**The Diocese of
St Edmundsbury and Ipswich**

**Annual Report
of the
Parochial Church Council
of
St Andrew's Church
Kettleburgh
Suffolk**



For the year ended 31 December 2016

ADMINISTRATIVE INFORMATION:

Church Address: Church Road,
Kettleburgh
Woodbridge IP13 7LF

Priest in charge: Reverend Deirdre West

Address: Smokey House
The Common, Tunstall
Woodbridge, IP12 2JR

Telephone: 01728 688340

Banker: Barclays Bank PLC

Address: Suffolk Coastal Group
4 Church Street
Woodbridge IP12 1DJ

Independent Examiner: Persephone Booth
Timbers, Church Road
Kettleburgh IP13 7LE

The Parochial Church Council (PCC) is a corporate body established by the Church of England.
The PCC operates under the Parochial Church Council Powers Measure.
The PCC is exempted by order from registering with the Charity Commission.

During the year the following served as members of the PCC:

| | <u>PCC Member's Name</u> | <u>Term of Office Ends</u> |
|--------------------------------------|---|----------------------------|
| <i>Priest in Charge:</i> | Reverend Deirdre West | N/A |
| <i>Lay Elder:</i> | Mrs Jackie Clark | 2017 |
| <i>Warden:</i> | Mr John Bater | APCM 2017 |
| <i>Deanery Synod Representative:</i> | None Appointed | |
| <i>Elected Members:</i> | Mrs Anne Bater (Electoral Roll Officer) | APCM 2017 |
| | Mr Paul Baker (Treasurer) | APCM 2017 |
| | Mr Trevor Butcher | APCM 2017 |
| | Mr Bill Clark (Vice Chairman) | APCM 2017 |
| | Mrs Jackie Clark (Secretary) | APCM 2017 |
| | Mrs Irene Dick | APCM 2017 |

STRUCTURE, GOVERNANCE AND MANAGEMENT

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. All regular church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

St Andrew's PCC has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

ACHIEVEMENTS AND PERFORMANCE

Church Membership

Electoral Roll – Resident:

Electoral Roll – Non-Resident:

Average Weekly Adult Attendance:

Average Weekly Young Persons Attendance:

| <u>2016</u> | <u>2015</u> |
|--------------------|--------------------|
| 21 | 21 |
| 7 | 7 |
| 15 | 15 |
| 0 | 0 |

SPIRITUAL LIFE OF THE CHURCH

During 2016 the PCC met four times.

Members of the ministry team from all seven parishes met twice to plan services and also came together monthly for a time of prayer in preparation for the first Sunday joint services. The process of becoming a seven parish benefice, to be called the Orebeck Benefice, is now underway, with a draft scheme available for comment.

Joint benefice services are held on a rotating basis on first, third and fifth Sundays.

Services at St Andrew's are held on the second Sunday, alternating between Holy Communion and an informal elder led service; in 2016 a BCP service of Holy Communion was reintroduced on alternate third Sundays; on the the fourth Sunday there is a service of Choral Evensong. This continues to be well attended, led by a flourishing choir.

The evening service of Compline was held at different churches during Holy Week, and our Easter communion at St Andrew's was incorporated into the Easter Day service of Evensong. In June we marked the Queen's 90th birthday with a service of thanksgiving which celebrated the decades of our sovereign's life in music, poetry and personal reminiscences. At the August benefice service at Parham the six elders in our seven parishes were re-commissioned for a further three years.

In August, once again a successful summer holiday club took place in Charsfield, with both helpers and children from our seven parishes attending. We were encouraged to have some children taking part in our Harvest Festival service and joining us for supper afterwards in the Village Hall. The November service of Remembrance reinforced our links with the Deben Valley Beavers, Cubs and Scouts: just under 40 children paraded to church from the Village Green to join in the service, with an address given by a serving member of the Armed Forces. Around 20 Cubs and their leaders also joined us for carol singing around the village, collecting for The Children's Society. The Rev Richard Ginn led our candlelit service of Nine Lessons and Carols on Christmas Eve. He chose a different selection of readings and over 100 people, including 8 children attended. We were pleased to welcome Rev Brynn Baymann, chaplain to Framlingham College, to lead our worship on Christmas morning.

Children's Activities

Although we do not have any children who are regular attendees, we are increasingly making links with the Deben Valley Beavers, Cubs and Scouts who meet regularly in Kettleburgh Village Hall. Children in our village who may wish to are encouraged to attend the Cosmic Club at Easton Church and other children's activities, such as the summer holiday club at Charsfield for primary age children.

Bells

During 2016 the bells were rung for services by ringers from Kettleburgh and Brandeston, with occasional help from a ringer at Easton.

It is becoming harder to ring for all available services due to few ringers and overlap of services with other parishes.

Visitors have rung two quarter peels.

Chris McArthur and Persephone Booth have both attended Safeguarding Courses and had DBS checks, in their roles as Tower Captains, as now required by the Diocese.

The bells were checked by Chris McArthur and Persephone Booth. The bird-proof wire netting across the louvres has been broken by pigeons who have been nesting in the bell chamber. There is nesting material and dust in the chamber, and bird droppings on the bells. John Bater has arranged professional repairs and cleaning.

The worn nylon pulley blocks noted in 2014 are still not in immediate need of replacement.

Shoebox Appeal

Nineteen shoeboxes were sent to Eastern European families and elderly people in need.

FUND RAISING

Kettleburgh Village Fete

The annual fete on Saturday 11th June brought the whole village together in the garden of The Chequers. Cream teas were an extra attraction this year, to mark the Queen's 90th birthday. Thanks to everyone's hard work £2800 was raised to be divided equally between the Church and the Village Hall.

Church Quiz Evenings

Two quizzes were held during the year, raising a total of just under £1193.82. This money was shared between Children in Need, Suffolk Age UK and our church.

Kettleburgh Autojumble

The Autojumble is run three times a year for different charities, and gives generous donations to St Andrews Church fabric fund every year, as shown in the Financial Report. We acknowledge our thanks to the organisers for the funding they provide.

Suffolk Historic Churches Cycle Ride

On the 2nd Saturday of September two walkers and five cyclists took part in fundraising for Suffolk Historic Churches. In Kettleburgh we raised £943. It is encouraging to see that the total has increased over the last few years, with £730 raised in 2014 and £800 in 2015.

BUILDINGS AND CHURCHYARD

Cleaning and Flower Rotas

The regular weekly cleaning of the church building continued to be performed by a dedicated band of volunteers. Flowers were arranged on the altar on a weekly basis and, at major services throughout the year, members of the flower rota rose to the challenge of decorating the rest of the church by creating arrangements in tune with the season.

Fabric, Goods and Ornaments

The building is generally in a good state of repair apart from a few patches where plaster has flaked off the internal walls and all furnishings and ornaments are in good order. The electrical work highlighted in the Quinquennial Report has been completed.

The Plans for Reordering the Church

The Diocesan Advisory Committee has finally approved the plans for reordering the West end of the nave and granted a faculty. It is hoped that this work will now commence early in 2017.

Churchyard Maintenance

The churchyard has been kept tidy while allowing certain areas to be left for wild flowers to bloom and seed. The grass has been kept short in the area of recent graves on the north side of the church to make it easier for people to visit graves and lay flowers. Our churchwarden, John Bater, has obtained an agreement from the Parish Council that they will cover the cost of church yard maintenance, to be undertaken regularly during the summer months by a contractor.

POLICIES

Disability Discrimination

Large print booklets for the Common Worship communion service are available in the church. A ramp to assist wheelchair users to negotiate the step into the church from the south doorway is available. Planned alterations to the Church are designed to improve access and increase facilities for all Church users.

Health and Safety

The church building and churchyard are regularly inspected and a report is considered by the PCC. Electrical items and fire extinguishers are inspected by qualified persons. There is a separate Health and Safety Policy for the church tower and for bellringers.

Equal Opportunities

This policy was adopted in October 2016, as it may be needed in relation to funding applications for our church re-ordering project.

Disaster Management Plan

This is a work in progress, as suggested by the latest Quinquennial report.

Approved by the Parochial Church Council on

and signed on its behalf

.....(Vice Chairman)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

Treasurer's Report for the year ended 31st December 2016

The Receipts and Payments account for 2016 shows a loss of £12.08. The receipts increased from £13113.87 in 2015 to £15051.92 in 2016. This is mainly due to increases in both the Gift Aid Planned collections and other giving. Unfortunately the payments also showed a similar rise from £12962.71 to £15064.00. Church expenses and the Diocesan share were the main reasons for this.

This means that the General Fund and the Fabric Fund now stand at £11763.14 and £32509.08 respectively at the 31st of December 2016.

An increase of approximately £2200 in the Diocesan share for 2017 will put greater demands on the PCC and, financially, it could be a difficult year.

My thanks go to the members of the Parish for all their contributions throughout the year and also to Persephone Booth for examining the accounts.

ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2016

Receipts and Payments

| | 2016 | | | 2015 | | |
|----------------------------|------------------|-----------------|------------------|------------------|-----------------|------------------|
| <u>Receipts</u> | Unrest | Rest | Totals | UnRest | Rest | Totals |
| GA Planned collections | 5,821.30 | | 5,821.30 | 4,382.90 | | 4,382.90 |
| Collections - Other giving | 993.37 | | 993.37 | 494.86 | | 494.86 |
| Special collections | | 317.92 | 317.92 | | 242.50 | 242.50 |
| Donations | 35.00 | | 35.00 | 169.41 | | 169.41 |
| Uncovenanted Giving & CAF | 1,420.00 | | 1,420.00 | 450.00 | | 450.00 |
| Tax recovered on Gift Aid | 1,241.58 | | 1,241.58 | 1,638.63 | | 1,638.63 |
| Fund Raising | 2,708.01 | 596.91 | 3,304.92 | 2,515.98 | 340.00 | 2,855.98 |
| Fees | 80.00 | | 80.00 | 1,748.00 | | 1,748.00 |
| Harvest supper | 169.00 | | 169.00 | 138.00 | | 138.00 |
| Interest | 48.91 | 114.92 | 163.83 | 59.07 | 129.52 | 188.59 |
| Magazines | 5.00 | | 5.00 | 5.00 | | 5.00 |
| Auto Jumble | | 1,500.00 | 1,500.00 | | 600.00 | 600.00 |
| Legacy | | | 0.00 | | 200.00 | 200.00 |
| Total receipts | 12,522.17 | 2,529.75 | 15,051.92 | 11,601.85 | 1,512.02 | 13,113.87 |

| | 2016 | | | 2015 | | |
|---------------------------------------|-------------------|-----------------|------------------|------------------|---------------|------------------|
| <u>Payments</u> | | | | | | |
| Grants - Overseas | | | 0.00 | 50.00 | | 50.00 |
| Grants - Home | 100.00 | 596.91 | 696.91 | 175.00 | 340.00 | 515.00 |
| Special collections paid | | 317.92 | 317.92 | | 242.50 | 242.50 |
| Diocesan Parish share | 8,840.00 | | 8,840.00 | 8,500.00 | | 8,500.00 |
| Church expenses | 4,241.96 | | 4,241.96 | 1,852.13 | | 1,852.13 |
| Clergy expenses | 543.68 | | 543.68 | 538.08 | | 538.08 |
| Major Works | | 170.00 | 170.00 | | 300.00 | 300.00 |
| Church maintenance | 150.00 | | 150.00 | 429.00 | | 429.00 |
| Cost of services | 61.53 | | 61.53 | 0.00 | | 0.00 |
| Administration | | | 0.00 | 0.00 | | 0.00 |
| Fundraising expenses | 30.00 | | 30.00 | 0.00 | | 0.00 |
| Fees paid out | 12.00 | | 12.00 | 536.00 | | 536.00 |
| Total Payments | 13,979.17 | 1,084.83 | 15,064.00 | 12,080.21 | 882.50 | 12,962.71 |
| Excess of income over expenses | (1,457.00) | 1,444.92 | (12.08) | (478.36) | 629.52 | 151.16 |

| | | | | | | |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1.1.16 Opening balance | 13,220.14 | 31,064.16 | 44,284.30 | 13,698.50 | 30,434.64 | 44,133.14 |
| 31.12.16 Closing balance | 11,763.14 | 32,509.08 | 44,272.22 | 13,220.14 | 31,064.16 | 44,284.30 |

| | 2016 | | | 2015 | | |
|---------------------------|------|--|------------------|------|--|------------------|
| <u>Statement of Funds</u> | | | | | | |
| General Funds - Unrest | | | 11,763.14 | | | 13,220.14 |
| Fabric Fund - Restr | | | 32,509.08 | | | 31,064.16 |
| Total Funds | | | 44,272.22 | | | 44,284.30 |

| | | | | | | |
|------------------------|--|--|-----------------|--|--|-----------------|
| <u>Represented by:</u> | | | | | | |
| Barclays current ac | | | 9229.73 | | | 9405.64 |
| CBF Deposit account | | | 35042.49 | | | 34878.66 |
| | | | 44272.22 | | | 44284.30 |

10.3.17

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2016

This report on the financial statements of the PCC for the year ended 31 December 2016 which are set out on page 1, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 43 of the Charities Act 1993 ("the Act").

Respective Responsibilities of PCC and Examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 10 March 2017

Signed Persephone Booth

Mrs Persephone C Booth, ATT (Fellow)
The Timbers, Church Road
Kettleburgh
Nr Woodbridge
Suffolk
IP13 9LE