

**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 2024**

## **ADMINISTRATIVE INFORMATION:**

Church Address: Church Road,  
Kettleburgh  
Woodbridge IP13 7LF

Priest in charge: Rev. Ann Kember

Address: 14 St Peters Close,  
Charsfield,  
Woodbridge,  
IP13 7RG

Telephone: 01473 791505  
0736 9240252

Banker: Barclays Bank PLC

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

Independent Examiner: Ms Rachel Parker  
2 Park Corner  
Tuddenham  
Ipswich  
IP6 9DE

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>	Rev Ann Kember	
<i>Lay Elder:</i>	Mrs Jackie Clark	
<i>Wardens:</i>	Mr John Bater	APCM 2025
	Mrs Persephone Booth	APCM 2025
	Mr Jim Duckham	APCM 2025
<i>Deanery Synod Representative:</i>	Mr Paul Baker	APCM 2025
<i>Elected Members:</i>	Mrs Anne Bater	APCM 2025
	Mr Paul Baker (Treasurer)	APCM 2025
	Mr Bill Clark (Vice Chairman)	APCM 2025
	Mrs Jackie Clark (Secretary)	APCM 2025
	Mr Jim Duckham	APCM 2025
	Mr Trevor Jessop (Electoral Roll Officer)	APCM 2025

## **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.

## **SAFEGUARDING**

The PCC has complied with its duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Church Membership**

Electoral Roll – Resident:

Electoral Roll – Non-Resident:

Average Weekly Adult Attendance:

Average Weekly Young Persons Attendance:

Average monthly Attendance at Zoom  
services: (*until April 2024*)

<b>2024</b>	<b>2023</b>
<b>13</b>	13
<b>3</b>	3
<b>14</b>	14
<b>0</b>	0
<b>8</b>	9

## **BAPTISMS, WEDDINGS AND FUNERALS**

There were no Baptisms or Weddings in 2024, but two funerals:  
Paul Wright and Wendy Griffiths, both in November.



## ST ANDREW'S IN 2024

### WORSHIP

Our pattern of worship this year has involved more themed Benefice services. In our rural setting, it was fitting, and very well received, to have a **Plough Sunday** service. This took place in **January** at Parham, where it was possible to bring the plough alongside the churchyard for blessing. Representatives from each of the Orebeck parishes also brought along tools for blessing. The service was followed by a Ploughman's lunch in Parham Village Hall.

**Candlemas** was the occasion of our **February** Benefice service, held at Brandeston.

For **Lent** this year, Rev. Ann led a weekly study course where we read and discussed Mark's gospel. It was the first of several similar sessions held in Hacheston Village Hall and attracted folk from the Benefice and beyond.

Easter was early in 2024, towards the end of **March**. Hacheston was also the venue for our **Palm Sunday Pilgrimage**, where all seven churches hosted a part of the Service, meeting together at Hacheston Village Hall for refreshments and a walk of witness to the church for Holy Communion.

*The Pilgrimage arrives at Kettleburgh from Brandeston, then makes its way to Easton, before joining at Hacheston with travellers from Marlesford, Campsea Ashe and Parham.*



**Holy Week and Easter** were marked on Monday to Thursday with early evening services of Compline at three of our churches. On **Maundy Thursday** a Passover meal for Orebeck Benefice was held in Kettleburgh Village Hall. Rev Ann set the scene with an explanation of Passover as we ate traditional Jewish food. Following the meal we transferred to church where the altar was stripped alongside the reading of Bible passages. On **Good Friday** a family orientated service was held in the morning at Brandeston and the final hour service at 2pm took place in Parham, enhanced by slides and music from the organ. On **Easter Day** St Andrew's bells rang out, and party poppers and simnel cake added to the joyful atmosphere. In **April** we held our last **Zoom service**. These started in lockdown and provided a vital way of worshipping 'together' in a safe environment. They ran for almost exactly four years, first weekly and latterly monthly. It was agreed that since those who attended Zoom could now also attend church services, these remote acts of worship had served their purpose.

**SUNDAY 12<sup>TH</sup> MAY**  
**ROGATION SUNDAY SPECIAL**



11.00 am Holy Communion at Brandeston  
12.00 Kettleburgh Village Green for a picnic  
1.00 - 2.00pm Walk to Easton for a short service and tea and cake.  
Lifts will be available to reunite people with their cars.  
Please bring your own picnic lunch.  
Tea and cake will be provided at Easton.

A fine spring day in **May** was the occasion of our benefice **Rogation services**. Original plans to walk around the entire Benefice were shortened to be more realistic! Following a service at Brandeston, there were prayers in Kettleburgh church. The walk was rewarded with a picnic

lunch on the Village Green. We continued walking as far as Easton, where we were once again refreshed with afternoon tea. Perhaps 2025 will provide the opportunity for 'beating the bounds' around our other Orebeck churches.

In **June** Rev. Ann led a Celtic style Holy Communion service at Parham. With the difficulty in finding organists, flute and guitar (Jackie Clark and Mick Gower) provided music and have increasingly been the solution for music accompaniment.

The **August** Benefice service at Marlesford marked **Lammastide** with the blessing (and eating) of home made loaves. The collection from this service was donated to the Addington Fund.

In **September** Kettleburgh was the venue for our Benefice **Pet Blessing** service. The original plan to hold the service outside was scuppered by inclement weather, so we were fortunate to accommodate some very well behaved pets inside the church. Doggie treats accompanied the refreshments following the service.



Our **Harvest** celebrations were in late **October** this year. Kettleburgh church was beautifully decorated and we enjoyed fellowship at an excellent supper in the Village Hall afterwards.

In **November** it was Kettleburgh's turn to host the **Remembrance** service. Worshippers from Brandeston joined us. We are fortunate to have a bugle player in our village to sound the Last Post and Reveille as we pay our respects by the war memorial in the churchyard. It was our first time for many years without Scouts present, as they have now transferred to another village for their meetings. This year Emma Steadman, our trainee priest 'on loan' from Wickham Market, gave the address. A retiring collection was made for the Royal British Legion.

**Advent** was marked with further Benefice meetings in Hacheston. The focus for these weeks was poetry, with the opportunity to share and reflect on poems relevant to Advent themes.

**Christmas services** in 2024 included Christingle where everyone made their own Christingles. Gifts presented at this service were taken to FIND (Families in Need in Ipswich) and a collection was made in aid of The Children's Society.

On Christmas Eve the church was full for our candlelit Carol Service, an opportunity to sing our favourite carols and to welcome the Christ child at Christmas. Once again Emma joined us to lead the service. Thanks go to Julie and Jim Duckham for decorating the church and tree so beautifully.



*Our Christmas Eve Service  
of Nine Lessons and Carols*

## **MINISTRY TEAM**

Our Ministry Team has grown together and meets weekly for prayers which are led in rotation by all those who attend. After the time of worship there is also time to communicate recent happenings and immediate future plans in the Benefice. There are also regular meetings to plan for forthcoming services and Benefice activities.

In February all 6 Elders attended a Diocesan training and 'thank you' morning in Stowmarket. Over 100 were present, out of over 400 elders in the Diocese. At the end of the month Rev Ann organised a Ministry Team awayday where plans for the year were discussed. It was held at Thorpeness Golf Club. We are delighted to welcome a further prospective Elder: John Adams from Parham is joining the group of Elders in our benefice.

## **PCC MEETINGS**

St Andrew's PCC met three times in 2024.

Its first meeting took place immediately following the **March** Benefice PCCs meeting, held in Kettleburgh Village Hall. Items under discussion included the revision of the church guide book; plans for a village D-Day celebration; the purchase of new flags.

Although we have no kitchen facilities, the recently purchased tables which are stored in the vestry, along with new mugs and kettles mean that we are now able to provide refreshments following Benefice services.

The meeting in **May** followed our Annual Church Meetings where we were pleased to welcome Jim Duckham as a third Churchwarden. There were no changes in PCC officers from

the previous year. The gift of a pipe organ to St Andrew's church was also brought to the attention of the PCC at this meeting (see below).

Our **September** meeting also followed Benefice PCCs meeting in our Village Hall. It was noted that repairs highlighted in our last Quinquennial report were currently taking place. This work was facilitated by a grant from Suffolk Historic Churches Trust. Having shared a card reader for contactless giving with Brandeston for several years, it was suggested that the time was right for St Andrew's to investigate obtaining its own equipment. Jim led this project and offered to extend Wi-Fi from his house, enabling us to consider a device that does not rely on working without connectivity. We were pleased that a new card reader was in place in time for our Christmas services.

As is happening in many places, many discussions and decisions now take place by email.

### **THE CHURCH BUILDING IN 2024**

- **Quinquennial:** external repairs to the chancel south roof and wall, the south porch, the nave SW buttress, the tower roof hatch and NW buttress, and the belfry were completed in September.
- **The Pipe Organ:** in May of 2024 a most generous offer of a chamber pipe organ (with additional bass pipes and pedal board) was made to St Andrew's. Following the death of Michael Spencer, a church organist who lived briefly in Kettleburgh, the executors of Michael's estate offered the pipe organ to our church. It was originally made by Roger Pulham of Charsfield, who kindly offered his services to move and install the organ. The organ was moved from Michael Spencer's house at the beginning of June and assembled in a temporary position at the back of church, where it was played by visiting organists. The chamber organ has since been moved into the chancel, whilst the bass pipes have been retained by their builder, as it was felt that whilst the bass pipes added to the richness of sound, the overall size was not compatible with our church. A small plaque will be attached to the organ, dedicated in memory of Michael Spencer.



### **THE CHURCHYARD IN 2024**

Our churchyard is a haven for wildlife and is managed to allow flowers and grasses to seed and wildlife to thrive. Notices reminding visitors about suitable items for graves were



renewed. In October Jim organised a hardy group of villagers to tidy the churchyard. John Bater also enlisted the help of local farmers to assist with larger machinery.

*Villagers take a well earned refreshment break on a beautiful autumn morning.*



### **FUNDRAISING AND EVENTS IN 2024**

- January saw the first of our **Orebeck Benefice news-sheets**. Produced by Peter Marett of Campsea Ashe, the single fold diary and newsletter is available online and at our seven churches.
- Also in January, an event organised for village community life and to raise funds for our three village charities (the Village Green, the Village Hall and St Andrew's church) was a second **Curry night**. Our thanks go to Joan Mealing and Julie Duckham for their enthusiasm and expertise in planning and co-ordinating these events.
- In June the space at the back of church was used for a display commemorating **D-Day**. The Parish Council researched local involvement and produced a series of posters and memorabilia for the occasion.
- The Benefice website **Orebeck.org** was launched in June. The Webmaster is Mick Gowar.
- In July, a **Strawberry Tea** held in the Village Hall raised just under £150 for our funds and was a happy village occasion.
- The annual **National Churches Trust 'Ride and Stride'** took place as usual on the second Saturday of September, raising funds of £442.50 which is shared between Suffolk Historic Churches Trust and St Andrew's. This year there were 2 riders and 3 striders.



- **Harvest celebrations** took place in October, followed by supper in the Village Hall. Thanks are due to all those who decorated the church and those who prepared a delicious supper.



- A new venture, the **Orebeck Big Breakfast** was launched in October. It takes place monthly on Saturdays in Hacheston Village Hall with a rota of helpers cooking and serving and welcomes all to attend. There is no charge, but donations are welcome.

- **Quiz Night** took place in November, raising just over £370. Thanks are due to Val Butcher and Graham Hillier for setting questions and scoring for the event.
- Donations to our local food bank continue, with a collection point in the Village Hall.
- Collections from **Children's Society** boxes, which are emptied and sent to The Children's Society each year, totalled £xxx. This total represents donations from Kettleburgh and Brandeston. The collection of £50 from our Christingle service was also sent to The Children's Society.
- Gifts presented at the Christingle and Gift Service were donated to Families in Need, Ipswich (FIND). In 2024 FIND asked specifically for supermarket vouchers and gifts of biscuits or sweets. These were taken to Ipswich in time for Christmas.
- St Andrew's now has its own card reader replacing the one that we shared with Brandeston for several years, enabling contactless giving both for services and those visiting our church.

## **HOLIDAY CLUB 2024**



Plans for the 2024 August Holiday Club for primary aged children in the Orebeck and Mid-Loes Benefices took shape in May. The theme this year was Creation – Be a World Maker. Activities for each of the three teams (Earth, Sea and Sky) included cooking, craft and an outdoor games and challenges. The creation narrative from Genesis was used each day to set the scene.

*An outdoor sorting activity*



*Animal Masks*



*Sky, earth and sea  
banners displayed in  
Brandeston church*

Brandeston Village Hall was the base once again. Rev Ann and Mick Gowar took a leading role in all activities. Parents and carers were invited to join their children for a BBQ on the last day of the club and were also welcomed at the Benefice Sunday celebration service in Brandeston church.

## **REPORT FOR 2024 FROM REV ANN KEMBER, PRIEST IN CHARGE**

2024 was the first full calendar year that I have spent with you all, and it has been a privilege and pleasure to journey through the seasons alongside you.

I continue to be grateful for the hard work and dedication of our Elders, churchwardens, treasurers and all of you who give up your time to sit on PCCs, clean, arrange flowers, care for our churchyards, provide refreshments and our music. You are the lifeblood of our benefice.

We have continued with a busy pattern of services, made possible by the hard work of our Elders and churchwardens. I fully understand that many of you are devoted to your church and wish to worship there as often as possible. There is a strong attachment to place in our rural parishes. However, we do need to continue to build ourselves up as a benefice, and we are holding more benefice services. Ultimately this will be the way forward for all our parishes and will also ensure that the benefice continues and remains viable and eligible for its own Incumbent.

I have also wanted us to do what the rural church does best, marking and celebrating the seasons of the year. We had a very successful Plough Sunday service at Parham in January, and we also celebrated Rogation Sunday, Lammastide and of course, our usual harvest services and a lovely animal blessing at Kettleburgh.

Something which brought great joy to all of us was the attendance at our carol services, which was noticeably higher than 2023. I do believe that in these uncertain and troubling times that people are looking for solace, comfort and hope – some light in the darkness. The services were all really uplifting and thanks to all who contributed to them.

Another high point for me was our Lent course where about thirty of us gathered together to hearing and responding to the Gospel of Mark. This was followed by a one-off session in June hearing the Book of Ruth, and then an Advent course when we read and shared some (often quite challenging!) poetry on some of the themes of Advent.

Another exciting project has been the starting up in September of our monthly Big Breakfasts at Hacheston Village Hall. These are already proving popular and I am grateful to everyone who has come along to help, setting up tables, cooking, serving and clearing up.

I have begun a fruitful relationship with Easton Primary School and visit once a month to lead assembly. The school came into Easton Church for Easter, Harvest and Christmas services, and I am hoping this relationship will develop in 2025.

I also occasionally pop into the Mums and Tots group at Brandeston Village Hall and Hacheston, and, again, I hope by building up relationships in this way that we will be able to grow our work with young families.

Finally, after much prayer and thought, we applied to Bishop Martin for Hacheston to become a Festival Church. This request was granted in the summer. This means that from now we will be holding only six services a year at Hacheston.

We held an open afternoon at Hacheston in September and invited the whole village, followed by a service for All Saints Day and a carol service. We will continue to hold special services there and to try and involve and engage with those in the village.

It has been a busy and rewarding year for all of us and I could not do what I do without all of you and everything that you do. I count myself very blessed, and I look forward to our next year together as we work to live out the good news of the gospel of Jesus Christ in our benefice and our communities.

*Rev'd Ann*



**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S  
CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2024**

This report on the financial statements of the PCC for the year ended 31 December 2024, which are set out on page 10, 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 19 March 2025

Signed  \_\_\_\_\_

Miss Rachel Parker  
2 Park Corner  
Tuddenham St Martin  
Ipswich  
Suffolk  
IP6 9DE

## Financial Report 2024

The Receipts and Payments account showed a loss of £221.50. This was mainly due to a reduction in Planned Giving from £9034.57 to £6061.69. The Major Works carried out this year are reflected in the loss of £3970.20 on the Restricted funds. The two losses led to overall deficit of £4,191.70

### ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2024

#### Receipts and Payments

	2024			2023		
<u>Receipts</u>	Unrest	Rest	Totals	UnRest	Rest	Totals
GA Planned collections	6061.69		6061.69	9034.57		9034.57
Collections - & Other giving	1487.14		1487.14	1581.62	10.00	1591.62
Special collections		104.00	104.00			0.00
Donations		10.00	10.00	583.00	50.00	633.00
Tax recovered on Gift Aid	1353.00		1353.00	2222.25		2222.25
Fund Raising	1196.96		1196.96	581.05		581.05
Fees	1275.00		1275.00	883.00		883.00
Harvest supper			0.00	92.00		92.00
Interest	671.89	184.93	856.82	198.57	302.72	501.29
Major Works		3185.63	3185.63		194.24	194.24
<b>Total receipts</b>	<b>12045.68</b>	<b>3484.56</b>	<b>15530.24</b>	<b>15176.06</b>	<b>556.96</b>	<b>15733.02</b>

	2024			2023		
<u>Payments</u>						
Grants - Overseas			0.00			0.00
Grants - Home	450.00		450.00	100.00		100.00
Special collections paid		104.00	104.00			0.00
Diocesan Parish share	8139.00		8139.00	7500.00		7500.00
Church expenses	3065.72		3065.72	2074.96		2074.96
Clergy expenses	235.17		235.17	167.86		167.86
Major Works		7350.76	7350.76		468.00	468.00
Church maintenance			0.00			0.00
Cost of services	188.29		188.29	268.94		268.94
Administration			0.00			0.00
Fundraising expenses	51.00		51.00			0.00
Fees paid out	138.00		138.00			0.00
<b>Total Payments</b>	<b>12267.18</b>	<b>7454.76</b>	<b>19721.94</b>	<b>10111.76</b>	<b>468.00</b>	<b>10579.76</b>
<b>Excess of income over expenses</b>	<b>-221.50</b>	<b>-3970.20</b>	<b>-4191.70</b>	<b>5064.30</b>	<b>88.96</b>	<b>5153.26</b>

Opening balances	1.1.24	<b>18134.26</b>	<b>4991.08</b>	<b>23125.34</b>	1.1.23	<b>13069.96</b>	<b>4902.12</b>	<b>17972.08</b>
Closing balances	31.12.24	<b>17912.76</b>	<b>1020.88</b>	<b>18933.64</b>	31.12.23	<b>18134.26</b>	<b>4991.08</b>	<b>23125.34</b>

	2024			2023		
<u>Statement of Funds</u>						
General Funds - Unrest			17912.76			18134.26
Fabric Fund - Restr			1020.88			4991.08
<b>Total Funds</b>			<b>18933.64</b>			<b>23125.34</b>
 Represented by:			 <b>2024</b>			 <b>2023</b>
Barclays current ac			1934.27			6982.79
CBF Deposit account			16999.37			16142.55
			<b>18933.64</b>			<b>23125.34</b>

**Approved by the Parochial Church Council on .....2025 and signed on its behalf:**

*(Vice Chairman)*

*(date)*