

**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 2019**

## **ADMINISTRATIVE INFORMATION:**

<u>Church Address:</u>	Church Road, Kettleburgh Woodbridge IP13 7LF
<u>Priest in charge:</u>	Rev. Canon Graham Hedger
<u>Address:</u>	14 St Peters Close, Charsfield, Woodbridge, IP13 7RG
<u>Telephone:</u>	01473 737280 07388 117 656
<u>Banker:</u>	Barclays Bank PLC
<u>Address:</u>	Suffolk Coastal Group 4 Church Street Woodbridge IP12 1DJ
<u>Independent Examiner:</u>	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><b>PCC Member's Name</b></u>	<u><b>Term of Office Ends</b></u>
<i>Priest in Charge:</i>	Rev Canon Graham Hedger	
<i>Lay Elder:</i>	Mrs Jackie Clark	
<i>Warden:</i>	Mr John Bater	APCM 2020
<i>Deanery Synod Representative:</i>	Vacancy	
<i>Elected Members:</i>	Mrs Anne Bater (Electoral Roll Officer)	APCM 2020
	Mr Paul Baker (Treasurer)	APCM 2020
	Mr Bill Clark (Vice Chairman)	APCM 2020
	Mrs Jackie Clark (Secretary)	APCM 2020
	Mrs Irene Dick	APCM 2020
	Mr Jim Duckham	APCM 2020

## **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**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Electoral Roll – Resident:	13	22
Electoral Roll – Non-Resident:	3	6
Average Weekly Adult Attendance:	10	12
Average Weekly Young Persons Attendance:	0	0

## **SPIRITUAL LIFE OF THE CHURCH**

### **Annual Report: Report from the Priest in Charge**

Recently I was at a diocesan meeting with some colleagues from the benefice. One of the Diocesan Board of Finance staff commented on the high level of trust between the parishes of the benefice and lamented that this was not always so with other benefices. I firmly believe that here in Orebeck we have something special.

During the past year we have redefined our mission and ministry objectives; based on vision and realism we will continue to move forward in what are very challenging times. Building a benefice identity whilst retaining the individuality of each parish is our goal.

**Ministry** is the concern of all of us as Christians. Leadership of services is shared with the elders and retired clergy. During the year we formally welcomed Carol Cooke to the ministry team, and sadly said farewell to Carol Rook who moved to be closer to her family.

Mary Baker and Jackie Clark have taken over from Carol Rook the ministry in Easton School. They go into the school on a regular basis to do 'reflective story telling', which is a simple way of telling Bible stories and involving children in reflection on the story and the impact on their lives. Canon Deirdre Parmenter and Canon Richard Ginn also play an integral part to ministry. Sadly, due to ill health Richard will be taking a break. I am very grateful to all the elders and clergy who help with services and pastoral care.

**Shared worship:** Our monthly sung Eucharist which involves our **Benefice Choir** is one of our highlights of each month. Thank you to Michael Dawe for organising the choir, to the many choir members and the organists, their hard work and commitment enable us to have a varied diet of music and worship throughout the year. During Lent we experimented with two special services. On **Mothering Sunday** as part of Growing in God, we held an all age interactive service in Hacheston Village Hall and then on **Palm Sunday** we held a 'Eucharist on the move' with part of the service in each of the seven churches, culminating with the 'peace' and the 'breaking of bread' at Hacheston. There was also a special pilgrimage prayer written by Mary Baker and Jackie Clark. The event was very well attended and helped draw us together as a benefice.

Prayer is the bedrock of Christian living. Christians and churches that pray are open to God. Each **Friday we meet for prayers** in one of our churches. It has become an essential part of the week for many and is an opportunity for anyone, (not just the ministry team) to join in prayer.

During 2019 as part of our Growing in God strategy we held three special services at Easton based on music and liturgy from the **Taizé** community. The Rev'd Wendy Gourlay from Cretingham led our services and many people from the benefice attended along with folks from around the deanery.

For many years the benefice has joined with the Mid Loes Benefice to organise a **Holiday Club** for primary school age children. We wouldn't be able to support such an activity solely in our own benefice, but by coming together with others from another benefice we are able to offer Christian teaching to young people. Mary and Jackie play a very important role in helping with the organising of this activity.

As a benefice we again paid the full amount of **Centenary Share** promised. We are grateful to the Diocesan Board of Finance for the 'waiver' which gave us a realistic target to aim at and I am grateful for the generosity of many in our villages and the hard work of the treasurers to ensure that we made the full contribution by the end of 2019.

I love hearing the **bells** ring out before services and special occasions. A big thank you to the tower captains and teams of ringers who support one another and enable villages to be reminded that the church is at prayer.

Even the simple act of attending worship or a fundraising event in another parish is a demonstration of **support and fellowship** and it is noticeable that this is happening more and more. Tangible evidence of our growing together in Christ.

Looking out at the packed church on Christmas Eve I rejoiced that we had made the final 'tweaks' to the reordering at the rear of the church. It enabled people to get into and move about the church easily. We look forward in 2020 to dealing with the next stage of the work.

Fundraising is always hard in small communities and the shared fete in the summer is an example of a community coming together. The quiz nights also provide a source of fun and income.

Small churches function well because there are people who are willing to do not just one thing but many things. I am especially grateful to John Bater as our only churchwarden; Jackie Clark who is both PCC secretary and also an elder, working not just in Kettleburgh but across the benefice; Bill Clark as vice chair of the PCC and Paul Baker who is treasurer to both Brandeston and Kettleburgh. Alongside them are others who serve on the PCC, assist with

the church cleaning, flowers, magazine and many other tasks. I thank everyone who has made a contribution to the life of our seven churches in the benefice. Whenever there are articles about the strength of the voluntary sector, they miss out the huge amount of work that people do in their local church. Whether you are an officeholder, serve on a committee, an organist, a bell ringer, church cleaner, flower arranger, magazine editor or deliverer or do any other of the many tasks that go on in the church, thank you. Your contribution is valued and appreciated and enables our church not merely to survive but flourish. During 2020 both as a PCC and as a benefice we will further seek God so that we can continue to be 'flourishing congregations serving our communities'.

*Rev'd Canon Graham Hedger, Priest in Charge*

### **Children's Activities**

Although we do not have any children who are regular attendees, children in our village who may wish to are encouraged to attend informal services and other children's activities, such as the summer holiday club at Charsfield for primary age children. The Scouts took a prominent part in the Annual Remembrance Service

### **Bells**

During 2019 the bells were rung occasionally for Sunday services and Feast Days. The ringers are from Kettleburgh, Brandeston, and other villages. There are fewer ringers available now and the service times often coincide with other parishes in the deanery.

We had one lot of visitors from Devon and Somerset, and one peel and one quarter peel were rung in the year.

*Persephone Booth, Tower Captain*

## **FUND RAISING**

### **Kettleburgh Village Fete**

The annual fete was held on Saturday 8<sup>th</sup> June. We thank Ron and Debbie Germain for their generosity in letting us use the garden at their Chequers pub. The fete preparations were hampered by difficult weather conditions, it being so windy that the main marquee could not be used. Consequently the bric-a-brac stall had to be transferred to the Village Hall. Fortunately there was a pause in the rain in the afternoon. Over £2,200 was raised and divided equally between the village hall and church fabric fund.

### **Church Quiz Evenings**

Two quizzes were held during the year. The proceeds were shared between St Elizabeth's Hospice, Children in Need and St Andrew's Church.

### **Kettleburgh Autojumble**

The Autojumble which was run three times a year for different charities, held its last event in October 2019. It has given generous donations to St Andrew's Church fabric fund every year, as shown in the Financial Report. We acknowledge our thanks to the organisers for the funding they have provided.

### **Suffolk Historic Churches Cycle Ride**

Just one cyclist took part in this fundraising event but with sponsor's money and donations they raised £661 for the Suffolk Historic Churches Trust with half of this money going to St. Andrew's.

### **Children's Society and Families in Need**

£303.11 was collected from individual's Children's Society Boxes, and the Christingle service raised a further amount. The many Christmas gifts from our Christingle service were taken to the Ipswich charity FIND (Families in Need).

### **Carol Singing**

Carol singing accompanied by the Kettleleles again took place in The Chequers this year instead of singing around the village. Ron and Debbie kindly provided refreshments.

### **Link to Hope Shoebox Appeal**

For many years, we have been making a collection of shoeboxes to send to Eastern European Countries. This was the last year of this collection as the local drop-off point is not continuing. Over the years we have sent nearly 400 boxes which have been greatly appreciated by their recipients.

## **BUILDINGS AND CHURCHYARD**

### **The Plans for Reordering the Church**

The first phase of our reordering project, completed in 2018, was to provide a completely level access from the south porch into the nave, a flexible space around the font and a gentle slope leading towards the east end of the church.

During this year, we engaged Stuart Harris, an ecclesiastical cabinet maker, to design and build a new storage cupboard and cabinet. These were made in oak, to match the tower screen, and are now in place in the church providing useful and attractive storage facilities.

Plans are now in hand to add some new doors to the south porch and to repair and open the door opposite our main entrance, in the north wall.

The third part of this project is to provide accessible toilet and storage facilities.

### **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 continues to be 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.

### **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. The Parish Council continues to cover the cost of church yard maintenance, which is 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. St Andrew's has a completely level access from the south porch into the nave.

#### **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**

There is a policy in place.

*Approved by the Parochial Church Council on 30<sup>th</sup> April 2020  
and signed on its behalf*

*W. J. Clark* ..... (Vice Chairman)



**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2019**

This report on the financial statements of the PCC for the year ended 31 December 2019 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 04 March 2020

Signed Persephone Booth

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

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2019

### Financial Report 2019

Falls in Collections , Tax Recovered from Gift aid, Fund Raising and Fees has led to the Receipts raised for 2019 being £1300 less than 2018. Payments have decreased by £660. This is mainly due to the reduced contribution to the Centenary share.

Major works continued this year and amounted to just over £7060. Our contribution to the Centenary share increases by £414 in 2020.

It will be a challenge for us but , as ever, we will do our best to meet it.

### **ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2019**

#### **Receipts and Payments**

	<b>2019</b>				<b>2018</b>		
<u>Receipts</u>	<b>Unrest</b>	<b>Rest</b>	<b>Totals</b>		<b>UnRest</b>	<b>Rest</b>	<b>Totals</b>
GA Planned collections	5273.92		5273.92		5549.74		5549.74
Collections - Other giving	1621.09		1621.09		1646.13		1646.13
Special collections		257.30	257.30			278.00	278.00
Donations		829.00	829.00		32.41	819.00	851.41
Uncovenanted Giving & CAF	420.00		420.00		420.00		420.00
Tax recovered on Gift Aid	1536.13		1536.13		1774.60		1774.60
Fund Raising	2287.70	571.86	2859.56		2757.75	696.91	3454.66
Fees	433.00		433.00		725.00		725.00
Harvest supper	103.00		103.00		100.00		100.00
Interest	53.44	61.20	114.64		31.83	77.37	109.20
Magazines							
Auto Jumble		1000.00	1000.00			1000.00	1000.00
Major Works		242.78	242.78			1889.32	
<b>Total receipts</b>	<b>11728.28</b>	<b>2962.14</b>	<b>14690.42</b>		<b>13037.46</b>	<b>21770.60</b>	<b>34808.06</b>

	<b>2019</b>				<b>2018</b>		
<u>Payments</u>							
Grants - Overseas							0.00
Grants - Home	100.00			100.00	103.71		
Special collections paid		257.30			33.00		
Diocesan Parish share	9100.00			10000.00			
Church expenses	1672.67			1627.70			
Clergy expenses	308.65			185.39			
Major Works		7066.67			35048.59		
Church maintenance	24.00	819.00			1638.00		
Cost of services	238.01			194.00			
Administration							0.00
Fundraising expenses	30.00	571.86		30.00	593.20		
Fees paid out							
<b>Total Payments</b>	<b>11473.33</b>	<b>8714.83</b>	<b>20188.16</b>	<b>12137.09</b>	<b>37416.50</b>		<b>0.00</b>
<b>Excess of income over expenses</b>	<b>254.95</b>	<b>-5752.69</b>	<b>-5497.74</b>	<b>900.37</b>	<b>-15645.90</b>		<b>34808.06</b>

Opening balances	1.1.19	<b>13870.92</b>	<b>15883.10</b>	<b>29754.02</b>	1.1.18	<b>12970.55</b>	<b>31529.00</b>	<b>44499.55</b>
Closing balances	31.12.19	<b>14125.87</b>	<b>10130.41</b>	<b>24256.28</b>	31.12.18	<b>13870.92</b>	<b>15883.10</b>	<b>29754.02</b>

<b>Statement of Funds</b>	<b>2019</b>				<b>2018</b>		
General Funds - Unrest			14125.87				13870.92
Fabric Fund - Restr			10130.41				15883.10
<b>Total Funds</b>			<b>24256.28</b>				<b>29754.02</b>

Represented by:							
Barclays current ac			8891.36				14503.74
CBF Deposit account			15364.92				15250.28
			<b>24256.28</b>				<b>29754.02</b>