

**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 2020**

## **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>PCC Member's Name</u>	<u>Term of Office Ends</u>
<i>Priest in Charge:</i>	Rev Canon Graham Hedger	
<i>Lay Elder:</i>	Mrs Jackie Clark	
<i>Warden:</i>	Mr John Bater	APCM 2021
<i>Deanery Synod Representative:</i>	Mr Paul Baker <i>(from November)</i>	APCM 2021
<i>Elected Members:</i>	Mrs Anne Bater (Electoral Roll Officer)	APCM 2021
	Mr Paul Baker (Treasurer)	APCM 2021
	Mr Bill Clark (Vice Chairman)	APCM 2021
	Mrs Jackie Clark (Secretary)	APCM 2021
	Mrs Irene Dick	APCM 2021
	Mr Jim Duckham	APCM 2021

## **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>2020</u></b>	<b><u>2019</u></b>
Electoral Roll – Resident:	16	16
Electoral Roll – Non-Resident:	3	3
Average Weekly Adult Attendance:	N/A *	13
Average Weekly Young Persons Attendance:	N/A*	0

*\* numbers are not available for 2020 due to the Coronavirus Pandemic*

## **SPIRITUAL LIFE OF THE CHURCH**

### **Annual Report: Report from Rev Graham Hedger, Priest in Charge**

Who would have thought in January 2020 that a year later we would be reporting on a year in which as a group of churches we had only met in person on a few occasions. Yet over 2020 we have been forced to make some tough decisions, and we have been challenged to work out what is essential if we are to be the church in 2020 and onwards. As we try and make sense of all that has happened, the words of Psalm 137:4 'How can we sing the songs of the Lord in a strange land?' seem hauntingly relevant. That is what we have had to do. So, perhaps the accounts of the Jews in exile have become more relevant to us.

By virtue of what has taken place in 2020 my report is different from previous years.

- **Pandemic**

The pandemic has forced us to rethink what is essential as a church in 2021.

- **Changes**

- **Zoom**

This has become an essential tool for meetings, keeping in touch and for worship. It has united people from across the benefice in a service, and we have had people join us from around the country, (indeed from overseas as well). The service has had the distinct advantage of enabling people who normally can't join in Sunday worship in churches to be part of a worshipping congregation. Sadly, it is not for everyone and the service sheets published on the church websites and then printed and distributed to those without internet connections has helped maintain our links. It has also had an impact on our environmental footprint. Something that we will need to consider more and more in the coming years.

- **Valuing what we have lost**

As with so many things we only realise its true value when it is no longer there. Many have commented that the loss of Sunday services in church, the regular benefice services drawing us together from across the benefice have been greatly missed. Not being able to sing, or see faces or greet one another with handshakes and hugs has had a significant impact on many. Later this year we will be back in church, but it will be different.

- **Challenging what we need to retain**

This pause in our regular activities has been an opportunity to be a rethink on what is essential for Christianity in our villages, where we invest our time, effort and money and perhaps what we need to let go. It does mean that in the coming months as we reflect on the refreshing of our Growing in God strategy we will need to seek to keep in the front of our minds those lessons we have learned.

- **Constantly adapting to the 'new normal'**

We have been constantly adapting to a new normal. Perhaps it is because we are small churches, or maybe it is the openness of mind that has enabled us to move swiftly to adapt as each change in circumstances was thrust upon us, frequently (it seemed) on a Friday evening.

- **Growing in God**

- **Still pressing on, we have not stopped, but it is different**

Our rolling two-year mission action plan is on hold. Indeed, many clergy reflected that even trying to plan a few weeks ahead seemed impossible. But we have continued growing in God.

- **Stewardship**

Lent started so well. We launched our Giving in Grace / Generous God, Generous People courses with special services, personal bible study and small groups meeting in Hacheston Village Hall. All was going well until lock down. But treasurers reported that some people had revised their regular giving, other people offered their services in new ways. The impact was there to see. In November, we welcomed Bishop Mike to what was our last service together in a church, before yet another lock down. He drew together the various strands of teaching on the topic and led us in our celebrations.

- **Parish Share**

- **Thank you**

Amazingly, in a year of great challenges, as a benefice we contributed 95% of our offer. This was a magnificent effort. THANK YOU. In a year where there was a drop in income at services and very limited fundraising this is exceptional. Thank you for all those who continued to make sacrificial offerings towards the work of God, and to those who found innovative ways to raise funds

- **2021**

This coming year will be a bigger challenge but if we are to maintain mission and ministry in our parishes we have to strive towards paying a full share

- **Electronic giving and the Parish Giving Scheme**

Those churches where a significant number of people contribute by Standing Order or through the Parish Giving Scheme had less problems with cash flow. It is essential that as many people as possible move over to electronic giving to enable our contribution towards the work of God in our benefice and beyond. Electronic giving is the modern day way of fulfilling the scriptural injunction that on the first day of the week we set aside our offering to God's work.

- **Thanks**

- **Thank you**

Every annual report quite rightly records thanks to many people. At various times throughout the year, for family reasons I was absent from the parishes. The church did not grind to a halt, instead we flourished. I am grateful to all those who through their hard work ensured that services continued, that pastoral care was offered. In particular to the Elders, Canon Deirdre Parmenter and the Archdeacon of Suffolk. Also, to the Church Wardens, PCC members and others who have done so many things to enable our church buildings to remain open for prayer, to offer support to others in the villages and ensure that the message of God's love is experienced in our communities.

- **Those who have died**

- As Christians we live our lives in the light of Christ's death and our own. Death is not to be feared but to be welcomed for we step into the greater presence of God. During 2020 we lost many family and friends. Within the benefice we lost four people, who in different ways contributed much to the churches and the villages over many years.
  - **Canon Richard Ginn**; I and many others greatly appreciated his teaching ministry, prayer and wise counsel.
  - **Eileen Leach**; who over many years made a significant contribution to Brandeston village as well as being a church warden and elder, exercising her ministry across the benefice and contributing to the life of the deanery.
  - **Liz Wilson**; who in her time as church warden of Hacheston led the Bell restoration appeal and encouraged many in their life and witness
  - **Malcolm MacNichol**; his ministry of music was immense, he had 'retired many times' but I also remember his sense of humour and delight at working village fetes manning various stalls.

- **What does the future hold?**

Who knows what the future holds? 2021 and beyond will be different. As a church we cannot return to our old ways without reflecting on lessons learned and adapting to a new way of being church. What we do know is that Jesus, who is the alpha and the omega, the beginning and the end will lead us and guide us, therefore we will not be afraid.

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

## **THE YEAR 2020 AT ST ANDREW'S CHURCH, KETTLEBURGH**

Due to the worldwide Coronavirus Pandemic - Covid19, there have been no PCC meetings apart from on 21 January 2020, no events, no fundraising and very few church services. PCC decisions were discussed and agreed by email. This report aims to record activities and decisions that have taken place during 2020 and was compiled during the year to reflect these unprecedented circumstances. It was written as events unfolded.

The nationwide 'lockdown' began on 16 March. By order of HM Government, churches were closed shortly afterwards. Meetings, services and events that were cancelled include: the Annual Parish Meetings and subsequent PCC meetings; all Parish and Benefice church services; fundraising events including a Spring quiz; Kettleburgh Fete; a Strawberry Tea. Guidance from the Church of England (CofE) allowed churchwardens and PCC members to remain in office in spite of the delay in holding the Annual Parish Meetings.

**Worship:** in our Orebeck Benefice, Graham suggested holding virtual services using Zoom. This is a now regular event, held at 9:30am on Sunday mornings. Bill offered to host the meetings, sending out a weekly invitation to a regular group of around 35 people. There is also a printed version of each Sunday's worship, including a reflection, which can be delivered to those in the Benefice who cannot join our Zoom service. Apart from on Trinity Sunday, when we also had an Agape service, in which we shared bread and wine, all services follow an informal form of Morning Prayer. Andrew Quartermain produces music to accompany hymns each week. Graham also produces short daily morning and evening prayer liturgy which is published on Hacheston's church website page and is available to all; Carol Cooke subsequently prepared these. Taize services for the Deanery are in place for June, July, August and September. These are prepared and led by Wendy Gourlay and are posted on YouTube.

**Finance:** with any planned fundraising cancelled and no Sunday services, our income is solely from regular planned giving and any individual donations. The Parish Giving Scheme has been introduced in Kettleburgh in 2020. It is uncertain whether we, along with all other churches, will meet our Parish Share allocation this year.

**Church Fabric:** the **WI map** was returned to Kettleburgh shortly before the lockdown began. It has been hung on the wall to the west of the south door.

After consultation with our architect, a specialist woodworker, David Bartram, has removed the **north door** for repair and renovation. He has blocked up the doorway to make it safe and weatherproof.

The DAC met virtually to consider our proposed design for the **South Porch Doors**. More detail is required about the position and fixing of the doors.

We have instructed our architect, Philip Orchard, to make contact with the craftsman, Stuart Harris, who is designing and making the doors. Together they will decide on the fixing and positioning of the doors in order to comply with the requirements from the DAC.

**June 2020:** Along with the easing of other lockdown restrictions, HM Government announced that from 13 June, churches and other places of worship may open for private prayer. Guidelines and a detailed risk assessment produced by the CofE were followed. Anne and John, and Jim and Julie undertook the cleaning and rearrangement of the church



interior, which involved a thorough clean and the storing away all books, leaflets and kneelers. Graham obtained hand sanitiser for each parish. St Andrew's opened from 18 June. As Health & Safety Officer, Bill produced a Risk Assessment for St Andrew's church.

**July 2020:** Rev Richard Ginn died. He had lived in Hacheston since his retirement from Westleton and served us faithfully, taking services on Sundays, leading Bible studies and discussion groups and Wednesday Communion services in Hacheston. He was buried in Westleton, where his son-in-law is now the incumbent.

**August 2020:** HM Government announced that churches may reopen for worship, with adherence to guidelines laid down for cleaning, sanitising and social distancing. Singing is not permitted, masks must be worn, Holy Communion may be of one kind (bread only), social distancing of 2m is recommended, there should be no socialising before or after services. In Orebeck Benefice a rota was drawn up for the Sundays of August with a service in Marlesford, Brandeston, Campsea Ashe and Parham.

As well as our regular and well-supported Zoom services on Sundays at 9.30am, ministry team planning meetings and Friday prayers are now also held by Zoom.

**September 2020:** with restrictions still in place, our benefice return to physical services has been carefully considered. Our present pattern is to hold a service of Holy Communion at 11am at one of six churches in rotation. This excludes Kettleburgh, which as our smallest building, would not accommodate those possibly wishing to attend. At Kettleburgh we are holding a monthly service of Evening Prayer. Other services include a monthly Morning Prayer at Parham and fortnightly mid-week Holy Communion at Hacheston. Our Sunday Zoom services continue at 9.30am each week. They are well received and a widening group of people are becoming involved in readings and prayers. The summer online Deanery Taize services now continue until November, led by Rev Wendy Gourlay, from Cretingham. Elders and other parishioners from our Benefice have played an active part in these reflective services. The annual **Cycle Ride** - now renamed **Ride and Stride** was held on a beautiful early autumn Saturday. Pat Peck organised sitters outside church – no refreshments were permitted this year, but there were still a good number of participants. Pat was able to send £813 to the Suffolk Historic Churches Trust, half of which will be returned to our church. This total was £200 more than 2019: many thanks to all who took part.

**October 2020:** Graham led a Zoom Harvest Festival service at the beginning of the month, where we were encouraged to support our local food banks with a financial donation. Our Annual Church Meetings, delayed from April, took place in early October, using a shortened format. The current PCC members were re-elected en bloc and offices of secretary, vice chair and treasurer remained unchanged. It was noted that with relaxed rules governing PCCs, there is no longer a requirement to hold four meetings each year, and decisions may be taken by email. John organised a churchyard clear up for a Saturday morning, when several socially distanced villagers came to help keep the churchyard tidy. The **north door** restoration and repair has been completed and the door returned on 15 October. We are awaiting the return of the threshold to the door. Following a site meeting with Philip Orchard and Stuart Harris, where decisions were made about the positioning and fixing of the **south porch doors**, Stuart has produced detailed drawings of the positioning and fixing

of the doors. Along with Philip's meeting notes, these have been sent to the DAC for their consideration at their virtual meeting in December.

**November 2020:** Paul Baker, our treasurer, who is also a member of Brandeston's PCC and their treasurer, has now become the Deanery Synod representative for Brandeston. He has kindly offered to also be the representative for Kettleburgh and will report back to our meetings. **Remembrance Sunday** commemorations took a different form this year, with a short service held in the churchyard around the war memorial. Many villagers played a part: a church bell was tolled, the Last Post and Reveille were sounded and a Bible reading, poem and prayers were read to the socially distanced congregation.

A **second lockdown** in November meant that although churches could remain open for private prayer and funerals, once again church services could not take place. Graham has been absent with severe migraines for several weeks, and Deirdre Parmenter has very kindly taken our Zoom services, with the help of Elders. Plans for Christmas services, both by Zoom and in a restricted form in our churches, are under way. A Christmas card will be delivered to every house in Orebeck Benefice which will include details of all our Christmas services.

**December 2020:** Due to Covid restrictions and guidelines, Christmas services across the Benefice were mostly cancelled. Kettleburgh church remained open for private prayer, with the Christmas tree (thanks to Jim and Julie) and the manger scene in place. Both the Christingle and Carol services took place by Zoom. Wendy and Alister Gourlay produced a set of four reflective services for the Christmas season, which were once again made available to the deanery via YouTube. Alfie Moore, of Street Farm, died between Christmas and New Year. Deirdre will take his funeral on 8 January, adhering to Covid restrictions. Despite a complete lack of income from fundraising this year, we did make a full payment of our Parish Share to the Diocese.

### **Health and Safety during the Pandemic**

Following the first government lockdown in late March when all church buildings were closed, the first Covid risk assessment took place and was agreed in June. This allowed opening of the building for private prayer. The next stage was to open the Church for socially distanced public worship in September, but congregation size and seating arrangements had to be restricted. This status of risk assessment was in place until the end of the year, in accordance with government guidelines. Due to the increasing rate of virus infection in the Community the PCC considered it unwise to continue with public worship and so the church building reverted to the previous restriction of being open for public prayer only. Several funerals were held during the year, and these were also subject to restrictions on numbers and service pattern.

Approved by the Parochial Church Council on 6 April 2021  
and signed on its behalf:

*...WJ Clark.....* (Vice Chairman)      6 April 2021



**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S  
CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2020**

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 2021

Signed Persephone Booth

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

## Financial Report

It has been a strange year! The Receipts and Payments account has an excess of £980.64 despite falls in Fundraising and Collections. It has been achieved thanks mainly to a generous donation from one parishioner and the tax recovered on gift aid over 2 years rather than the usual one. The funds achieved in 2021 will depend a great deal on (i) the ability to organise fundraising events and (ii) services returning to the church.

### ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2020

#### Receipts and Payments

	2020			2019		
<u>Receipts</u>	Unrest	Rest	Totals	UnRest	Rest	Totals
GA Planned collections	5400.00		5400.00	5273.92		5273.92
Collections - Other giving	420.10		420.10	1621.09		1621.09
Special collections	0.00		0.00		257.30	257.30
Donations	100.00	10.00	110.00		829.00	829.00
Uncovenanted Giving & CAF	2420.00		2420.00	420.00		420.00
Tax recovered on Gift Aid	2978.40		2978.40	1536.13		1536.13
Fund Raising	422.00		422.00	2287.70	571.86	2859.56
Fees	884.00		884.00	433.00		433.00
Harvest supper	0.00		0.00	103.00		103.00
Interest	37.99	27.25	65.24	53.44	61.20	114.64
Magazines			0.00			
Auto Jumble			0.00		1000.00	1000.00
Major Works		12000	12000.00		242.78	242.78
<b>Total receipts</b>	<b>12662.49</b>	<b>12037.25</b>	<b>24699.74</b>	<b>11728.28</b>	<b>2962.14</b>	<b>14690.42</b>

	2020			2019		
<u>Payments</u>						
Grants - Overseas	0.00		0.00			
Grants - Home	0.00		0.00	100.00		
Special collections paid	0.00		0.00		257.30	
Diocesan Parish share	9514.00		9514.00	9100.00		
Church expenses	1603.42		1603.42	1672.67		
Clergy expenses	208.17		208.17	308.65		
Major Works		3940.35	3940.35		7066.67	
Church maintenance	176.26	843.56	1019.82	24.00	819.00	
Cost of services	180.00		180.00	238.01		
Administration			0.00			
Fundraising expenses			0.00	30.00	571.86	
Fees paid out			0.00			
<b>Total Payments</b>	<b>11681.85</b>	<b>4783.91</b>	<b>16465.76</b>	<b>11473.33</b>	<b>8714.83</b>	<b>20188.16</b>
<b>Excess of income over expenses</b>	<b>980.64</b>	<b>7253.34</b>	<b>8233.98</b>	<b>254.95</b>	<b>-5752.69</b>	<b>-5497.74</b>

Opening balances	1.1.20	<b>14125.87</b>	<b>10130.41</b>	<b>24256.28</b>	1.1.19	<b>13870.92</b>	<b>15883.10</b>	<b>29754.02</b>
Closing balances	31.12.20	<b>15106.51</b>	<b>17383.75</b>	<b>32490.26</b>	31.12.19	<b>14125.87</b>	<b>10130.41</b>	<b>24256.28</b>

#### Statement of Funds

	2020		2019	
General Funds - Unrest		15106.51		14125.87
Fabric Fund - Restr		17383.75		10130.41
<b>Total Funds</b>		<b>32490.26</b>		<b>24256.28</b>

#### Represented by:

Barclays current ac	17060.10	14503.74
CBF Deposit account	15430.16	15250.28
	<b>32490.26</b>	<b>24256.28</b>