

**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 2021**

## **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:**

	<b><u>PCC Member's Name</u></b>	<b><u>Term of Office Ends</u></b>
<i>Priest in Charge:</i>	Rev Canon Graham Hedger	
<i>Lay Elder:</i>	Mrs Jackie Clark	
<i>Warden:</i>	Mr John Bater	APCM 2022
<i>Deanery Synod Representative:</i>	Mr Paul Baker	APCM 2024
<i>Elected Members:</i>	Mrs Anne Bater (Electoral Roll Officer)	APCM 2022
	Mr Paul Baker (Treasurer)	APCM 2022
	Mr Bill Clark (Vice Chairman)	APCM 2022
	Mrs Jackie Clark (Secretary)	APCM 2022
	Mrs Irene Dick	APCM 2022
	Mr Jim Duckham	APCM 2022

## **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>2021</u></b>	<b><u>2020</u></b>
Electoral Roll – Resident:	12	13
Electoral Roll – Non-Resident:	3	3
Average Weekly Adult Attendance:	9	N/A *
Average Weekly Young Persons Attendance:	0	N/A*

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

## **SPIRITUAL LIFE OF THE CHURCH**

### **Report for 2021 from Rev Graham Hedger, Priest in Charge**

I do sometimes wonder what people in a hundred years time will make of these momentous years. Covid has caused so many individuals and organisations to rethink what we do and how. Last year I quoted from Psalm 137:4 'How can we sing the songs of the Lord in a strange land?' These words continue to be relevant as we move forward. This report, looking back over the last year is also coloured by the fact that it will be my last as priest in charge, having announced that I will retire on 30th April.

#### **Services**

Returning to church and 'in person' worship has been a welcome change. Being able to sing has helped. In common with many churches, we notice that our numbers are down as some are reluctant to mingle too freely. I am therefore very grateful to Bill Clark for continuing to host the Zoom service and for members of the ministry team in leading them. It is a real blessing to share ministry with Canon Deirdre Parmenter and the elders within the ministry team. In the New Testament ministry is normally exercised in partnership with others and I thank all of the ministry team for their hard work. Also, the number of people who play the organ and sing in the benefice choir, all of which enables us to have a range of services throughout the benefice.

#### **Mission and ministry**

A former Dean of St Edmundsbury, Neil Collings, used to remark in meetings that 'if you want to make God laugh, tell him your plans.' Over the past two years it has seemed a bit like that. Yet it has been amazing how we have been able to continue to develop many of our aims under our Growing in God strategy. We have had to put some things on hold but others have flourished. For me two highlights of the year have been things we were able to do in partnership with the Mid Loes benefice. Throughout the summer we were able to host in Easton a monthly Taize service led by the Revd Wendy Gourley. Then in August we hosted at Brandeston the holiday club for primary aged children. It was a fantastic event and it was good to be holding the club again after a covid imposed break.

#### **Finance**

The diocese of St Edmundsbury and Ipswich is a modern diocese, created in 1914. As such we have very little 'free reserve', which means that the Diocesan Board of Finance cannot subsidise ministry in the parishes. We are therefore very reliant upon the generous gifts of individuals and the fundraising efforts of each parish. It is noticeable that where churches have electronic giving via the Parish Giving Scheme or standing orders that their finances are much more healthy. A big thank you to all who have continued to give towards the work of the church and to all who contribute in any way. The parish contributed £9,514 in Parish Share and as a benefice were able to contribute £52,542 Parish Share. Well done and thank you. A special thank you to all those who in imaginative ways enabled fundraising to continue.

### **Thank you**

Every annual report quite rightly records thanks to many people. My thanks goes to the Elders, Canon Deirdre Parmenter and the Archdeacon of Suffolk for their work and support across the benefice. Pam Bennett-King stood down as Safeguarding Officer in February and we thank her for her work.

In our parish, I would like to give thanks in particular to John and Anne Bater and Bill and Jackie Clark whose support and hard work has made such a difference to the life of the parish. Also, to the other members of the PCC who give loyal service to Christ and his church. Many people have commented on the new porch doors and how it makes the entrance to our church more welcoming, we are very grateful to Irene Dick for this generous gift in memory of her husband, John. I and indeed all of us are also indebted to the many others who quietly and behind the scenes 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.

### **What does the future hold?**

Who knows what the future holds? 2022 and beyond will be different. As a group of churches, we have faced many periods when priests have left and we have waited for a new priest to join us. These times are not about sitting back and waiting for something to happen. Rather they are opportunities to be open to the Spirit of God, prompting, challenging, encouraging us to continue to grow in faith and to try new things. Continue to support one another, to pray and worship together and be open to the God of surprises. We know that Jesus is the alpha and the omega, the beginning and the end and he will lead us and guide us, therefore we will not be afraid.

Rev'd Canon Graham Hedger  
*Priest in Charge*

### **THE YEAR 2021 AT ST ANDREW'S CHURCH, KETTLEBURGH**

**January:** a further lockdown was announced on 5 January. Churches were permitted to remain open for worship, but Bishop Martin made it clear that there was no requirement to hold services under current conditions. We were still awaiting a decision from the Diocesan Advisory Committee (DAC) regarding permission to proceed with the **south porch doors**. Graham returned to work, with instructions from his doctor to ease back gradually into a full workload. **Graham Vellacott**, our priest from 1999 – 2007, died after several years of frailty and ill health.

**February:** the **south porch door** project was still with the DAC – more details were required than those currently supplied by craftsman Stuart Harris. We asked our architect Philip Orchard to liaise with Stuart in order to make progress. As there was still no agreement

from the DAC regarding the doors, they requested a further site meeting. This was not likely to be possible until the end of March. Services across the Benefice were continuing to be held by Zoom. At the beginning of Lent, a Pancake party and an Ash Wednesday service attracted about 20 people on Zoom, with several families attending on Shrove Tuesday. For the period of Lent, a range of diocesan material was made available for our benefice, including '40 Acts of Kindness' prepared by Mary Baker and the Diocesan Kagera Challenge, to support our link diocese in Tanzania.

**March:** the ministry team met by Zoom to discuss the way forward out of the latest national lockdown. Although churches were not required to close, Orebeck Benefice, along with so many other places of worship, had not been holding services in person in church buildings. It was agreed that our way forward should be measured and take into account lessons learned from new ways of worship. It was planned that **Easter Sunday** would be the first occasion that a service would be held in a church in the benefice. In the following weeks it was to be hoped that Zoom services would continue, together with a service of Holy Communion at one church each week. There would be a monthly Evening Prayer at Kettleburgh. This pattern continued until June, when it was reviewed.

**April:** The PCC held a meeting by Zoom, mainly to agree the Annual Report and Accounts and to fix a date for the Annual Church Meetings. These were held in church on 29 April. There were no changes in positions held. The first service to be held in church since the beginning of the pandemic took place on 25 April. Singing was not allowed, but Anne played hymns to which the congregation spoke the words.

**May:** The DAC met John, Jackie, Julie Duckham (link to a local blacksmith) and craftsman Stuart Harris at church and finally agreed that work on the **south porch doors** could proceed. Church services followed a pattern of a service of Holy Communion each week in one of the Benefice churches (still excluding Kettleburgh), plus monthly Evening Prayer at Marlesford and Kettleburgh and Morning Prayer at Parham. Weekly Zoom services at 9.30am continued. Plans for a Holiday Club in August at Brandeston Village Hall were progressing. The Ministry team met by Zoom to plan more extensive services from July onwards. Stuart Harris made progress with the framework for the porch doors, working alongside the Bluetits nesting in the alms box in the porch. Our former patron Capt John Round-Turner died towards the end of May. His son, Charlie, who has taken on the role of patron, was considering whether or not his role would be useful in this current day and age. At our Evensong service we borrowed the GoodBox contactless giving device from Marlesford. We hope to be able to purchase a similar device for our own use.

**June:** The Ministry Team met in person in the porch at Brandeston church to confirm plans for services for July to October. Zoom services were to continue on the 2<sup>nd</sup>, 3rd and 4th Sundays of the month. Kettleburgh would now be included in the rotation of benefice services (1<sup>st</sup> and 5th Sundays). The five yearly electrical testing and inspection of the church was due. Boggis Electrical (Beccles) and Andy Barton of Deben Electrical Services (Kettleburgh) were asked to quote for the work. Whilst Andy's quote was significantly less than Boggis', we were unable to proceed as he does not hold the required NICEIC registration. He offered to carry out PAT testing free of charge. John obtained a quote for the felling of two trees (an ash alongside the east boundary adjacent to Churchside and a

dead conifer on the west boundary near the main gate to the churchyard). Jackie & Irene visited the workshop of Stuart Harris to see the progress on the **porch doors** and to agree the lettering size for the inscription. A Strawberry Tea in the Village Hall was planned for 25 July.

**July:** Taize services, led by Rev Wendy Gourlay of Cretingham, began for the summer months, continuing through to October. They took place in Easton church, rather than the Village Hall, to allow for more space. We held a most successful Strawberry Tea, in and around Kettleburgh Village Hall. This was the first social event in Kettleburgh since the beginning of the pandemic. The GoodBox was used for contactless giving and just under £200 was raised for church funds.

**August:** Zoom services continued on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Sundays. The Holiday Club, a joint venture with Mid Loes Benefice, took place in mid August, the venue this time was Brandeston Village Hall. 24 children of primary age attended. The theme this year was 'Top Teams', and Bible stories, craft, cooking and outdoor activities filled three mornings. This year a visit to church was included amongst the activities and the Sunday service to celebrate the three days was well attended. On the last Sunday of August Graham led a Benefice Celtic worship Holy Communion service.

**September:** The Historic Churches Trust cycle ride, now called 'Ride and Stride' took place on the 2<sup>nd</sup> Saturday of September. Four riders from Kettleburgh enjoyed the autumn sunshine and raised over £500 which was sent to the Suffolk Historic Churches Trust. Half of this amount would be returned to St Andrew's and is included under fundraising in our financial report. Work on the **south porch doors** continued. Stuart fitted the doors in place and plans for the ironwork for the doors were considered. Julie Duckham was able to make contact with a local blacksmith who will produce bolts, door fixings and an escutcheon to mirror the one on the ancient main door to the church. We were still waiting for the threshold to be replaced at the **north door**. The five-year electrical test on the church was completed by Hudson's from Framlingham, with some issues to be resolved. Two services were held in church this month, still with no singing allowed. A PCC meeting was held, in person, in church. Plans for Harvest were considered and it was agreed that a Harvest Supper would not be possible this year.

**October:** St Andrew's church hosted its first Benefice service since the beginning of the pandemic. As the smallest church in the Orebeck Benefice, extra measures were considered in the risk assessment to ensure safety of those attending. The last Taize service for the summer months was held in Easton church. A very well attended and productive churchyard tidy took place on the Saturday before our Harvest Festival. The decision was sadly taken not to hold a harvest supper in the Village Hall, but light refreshments were served after the service on a beautiful autumn evening.

**November:** With more services held in our seven churches, Zoom services only took place on the third and fourth Sunday of each month. They were mostly led by Elders. A joint Remembrance service was held at All Saints Brandeston. Deben Valley Scouts, based in Kettleburgh, took part in this service. Our architect completed the Quinquennial inspection. After almost two years when Julie and Jim Duckham took full responsibility for keeping the



church clean, the cleaning and flower rotas will be re-instated in 2022. We are most grateful for Julie and Jim's time and effort.

**December:** the ironwork for the **porch doors** was completed and fixed in place. We hope to dedicate the doors at a service early next year. We were still awaiting the return of the threshold for the **north door**. Paul had obtained an updated version of the GoodBox contactless giving device. We will share it with Brandeston and make a decision on whether it is an effective way of increasing giving after a year's trial. There was much discussion about our traditional **candlelit carol service**. The decision was made to hold the service on a weekday in place of the usual Christmas Eve service, and to make it a ticketed event. Along with most other churches, numbers attending Christmas services were considerably lower than previous years. We were very pleased to be able to have a small choir to augment the singing at this service.

Graham announced that he would retire on the Sunday following Easter 2022.

Approved by the Parochial Church Council on *10 March 2022* and signed on its behalf:

*W. J. Clark* (Vice Chairman) *10 March 2022* (date)

## Financial Report

### INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2021

This report on the financial statements of the PCC for the year ended 31 December 2021, 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 Regulationshave 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 17 February 2022

Signed Persephone Booth

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

## Financial Report 2021

The increase in both Planned Collections and those through the plate and, therefore, in the tax recovered from Gift Aid has led to an excess in the Receipts and Payments account of **£1191.60**. The General Fund now stands at **£16318.11**. The Major Works this year have amounted to **£21296.20**. The Fabric Fund has, therefore, been reduced to **£6109.50**. If the Receipts reach a similar level in 2022 then we should be able to meet our costs.

### ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2021

#### Receipts and Payments

Receipts	2021			2020		
	Unrest	Rest	Totals	UnRest	Rest	Totals
GA Planned collections	8407.41		8407.41	5400.00		5400.00
Collections - Other giving	1147.93		1147.93	420.10		420.10
Special collections			0.00	0.00		0.00
Donations	88.99	10.00	98.99	100.00	10.00	110.00
Uncovenanted Giving & CAF			0.00	2420.00		2420.00
Tax recovered on Gift Aid	2089.25	1875.00	3964.25	2978.40		2978.40
Fund Raising	498.91		498.91	422.00		422.00
Fees	1195.00		1195.00	884.00		884.00
Harvest supper			0.00	0.00		0.00
Interest	3.74	4.30	8.04	37.99	27.25	65.24
Magazines			0.00			
Church Maintenance		843.56	843.56			
Major Works		8156.73	8156.73		12000	
<b>Total receipts</b>	<b>13431.23</b>	<b>10889.59</b>	<b>24320.82</b>	<b>12662.49</b>	<b>12037.25</b>	<b>24699.74</b>
Payments	2021			2020		
Grants - Overseas	0.00		0.00	0.00		0.00
Grants - Home	400.00		400.00	0.00		0.00
Special collections paid	0.00		0.00	0.00		0.00
Diocesan Parish share	9514.00		9514.00	9514.00		9514.00
Church expenses	1452.80		1452.80	1603.42		1603.42
Clergy expenses	220.29		220.29	208.17		208.17
Major Works		21296.20	21296.20		3940.35	3940.35
Church maintenance	440.64	867.64	1308.28	176.26	843.56	1019.82
Cost of services	191.90		191.90	180.00		180.00
Administration			0.00			
Fundraising expenses			0.00			
Fees paid out			0.00			
<b>Total Payments</b>	<b>12219.63</b>	<b>22163.84</b>	<b>34383.47</b>	<b>11681.85</b>	<b>4783.91</b>	<b>16465.76</b>
<b>Excess of income over expenses</b>	<b>1211.60</b>	<b>-11274.25</b>	<b>-10062.65</b>	<b>980.64</b>	<b>7253.34</b>	<b>8233.98</b>
Opening balances	1.1.21	15106.51	17383.75	1.1.20	14125.87	10130.41
Closing balances	31.12.21	16318.11	6109.50	31.12.20	15106.51	17383.75
<b>Statement of Funds</b>						
General Funds - Unrest			16318.11			15106.51
Fabric Fund - Restr			6109.50			17383.75
<b>Total Funds</b>			<b>22427.61</b>			<b>32490.26</b>
Represented by:						
Barclays current ac			6989.41			17060.10
CBF Deposit account			15438.20			15430.15
			<b>22427.61</b>			<b>32490.25</b>