

**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 2017**

## **ADMINISTRATIVE INFORMATION:**

Church Address: Church Road,  
Kettleburgh  
Woodbridge IP13 7LF

Priest in charge: (until August 2017) Rev 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>	Rev Deirdre West	August 2017
<i>Lay Elder:</i>	Mrs Jackie Clark	2018
<i>Warden:</i>	Mr John Bater	APCM 2018
<i>Deanery Synod Representative:</i>	David Drummond	2018
<i>Elected Members:</i>	Mrs Anne Bater (Electoral Roll Officer)	APCM 2018
	Mr Paul Baker (Treasurer)	APCM 2018
	Mr Trevor Butcher	APCM 2018
	Mr Bill Clark (Vice Chairman)	APCM 2018
	Mrs Jackie Clark (Secretary)	APCM 2018
	Mrs Irene Dick	APCM 2018

## **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>2017</u></b>	<b><u>2016</u></b>
Electoral Roll – Resident:	20	21
Electoral Roll – Non-Resident:	7	7
Average Weekly Adult Attendance:	15	15
Average Weekly Young Persons Attendance:	0	0

## **SPIRITUAL LIFE OF THE CHURCH**

*From our Rural Dean, Mark Sanders:*

I am writing as the Rural Dean and I am very grateful for all the hard work that is being put into the life of the Churches during the vacancy. This is a real sign of the importance of your faith and the life of the Church to your community. You have shared stories with me and I am very grateful to wardens, elders and to retired clergy who are helping Christian worship and witness to continue. A special word of thanks to the Revd Canons Deirdre Parmenter and Richard Ginn for all their work. We all owe a debt to Wardens and Elders – and those who double up!

The process has been got through efficiently and it is wonderful that the Revd Canon Graham Hedger takes up ministry and mission with you on May 16th at 7.30 at Hacheston. Please support him and one another by coming on that day and making it very special.

This is a challenging time to be in a vacancy. With the concerns around safeguarding and the new General Data Protection Regulations it has made life busier still, please continue to support your Wardens.

I share a prayer with you:

Heavenly Father your love creates us, help us to be creative with you  
Lord Jesus your love saves us, help us to be aware of people who need your love  
Powerful Spirit, turn our hearts towards the Father's love that we may be your people.

During 2017 the PCC met four times.

Early in 2017, Kettleburgh became formally part of the new Orebeck Benefice; the new benefice also includes Brandeston, Easton, Hacheston, Marlesford, Parham and Campsea Ashe.

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

Services at St Andrew's continue to be held on the second Sunday, alternating between Holy Communion and an informal elder led service; a BCP service of Holy Communion was held for the first part of the year 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.

During August, our priest-in-charge, Deirdre West retired and members of the congregation met at Easton following her last service on 16 July where Lord Marlesford spoke of the evolution of, and Deirdre's contribution to, the formation of our Orebeck benefice.

During the subsequent vacancy, the regular pattern of services has been maintained through the efforts of Elders and retired clergy.

To facilitate the appointment of a new priest-in-charge, an Action Plan and Parish Profile were produced. Following a successful interview process, Rev Graham Hedger was selected as our new priest-in-charge: his licensing date is planned for 16<sup>th</sup> May 2018.

In August, once again a successful summer holiday club took place in Charsfield, with both helpers and children from our seven parishes attending. Our Elder, Jackie Clark led the candlelit service of Nine Lessons and Carols on Christmas Eve, and nearly 100 people, including children attended.

### **Children's Activities**

Although we do not have any children who are regular attendees, we are continuing to make 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 2017 the bells were rung for services by ringers from Kettleburgh and Brandeston.

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.

The bells were checked and serviced by a service engineer from John Taylor & Co, the bell foundry. Also the repair work and cleaning in the bell chamber took place in 2017, and it is now a pigeon free zone! An electrical connection has been put in the bell chamber to enable lighting. The worn nylon pulley blocks noted in 2014 are still not in immediate need of replacement. *Persephone Booth, Tower Captain*

## **FUND RAISING**

### **Kettleburgh Village Fete**

The annual fete on Saturday 10<sup>th</sup> June brought the whole village together. We thank Ron and Debbie Germain for their generosity in letting us use the garden at their Chequers pub. Over £3,000 was raised and divided equally between the village hall and church fabric fund. Once again large crowds came and had fun, attracted not only this year by our traditional stalls, games and the dog show, but also by the glorious sunshine. Our new County Councillor Robin Vickers came to see us as did Roy Hudd and his wife.

### **Church Quiz Evenings**

Two quizzes were held during the year, raising a total of £1465. This money was shared between Young Minds, Children in Need and St Andrew's Church.

### **Kettleburgh Autojumble**

The Autojumble is currently 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**

One rider and one runner took part in fundraising which realised £693 for the Suffolk Historic Churches Trust

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

£251.50 was collected in individual's Children's Society Boxes, and Carol singing and the Christingle service raised a further £169.26. Christmas gifts from our Christingle service were taken to the Ipswich charity FIND (Families in Need).

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

Eighteen shoeboxes of Christmas gifts were collected in Kettleburgh and sent to Eastern European Countries.

## **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 Plans for Reordering the Church**

Following the grant of a faculty, the work was put out to competitive tender by the architect. Costings were received late in the year, and the next stage will be to seek grant funding. It is hoped that this work will now commence early in 2018.

### **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, 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**

There is a policy in place.

#### **Disaster Management Plan**

This continues to be a work in progress, as suggested by the last Quinquennial report.

Approved by the Parochial Church Council on ..... 14 April 2018 .....

and signed on its behalf

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

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2017

### INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2017

This report on the financial statements of the PCC for the year ended 31 December 2017 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 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 7<sup>th</sup> March 2018

Signed Persephone Booth

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



**ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2017**

**Receipts and Payments**

<b>Receipts</b>	<b>2017</b>			<b>2016</b>		
	<b>Unrest</b>	<b>Rest</b>	<b>Totals</b>	<b>UnRest</b>	<b>Rest</b>	<b>Totals</b>
GA Planned collections	5904.23	500.00	6404.23	5821.30		5821.30
Collections - Other giving	1162.26		1162.26	993.37		993.37
Special collections	0.00		0.00		317.92	317.92
Donations	108.79	819.00	927.79	35.00		35.00
Uncovenanted Giving & CAF	420.00		420.00	1420.00		1420.00
Tax recovered on Gift Aid	1823.01		1823.01	1241.58		1241.58
Fund Raising	2922.37	742.50	3664.87	2708.01	596.91	3304.92
Fees	861.00		861.00	80.00		80.00
Harvest supper	104.16		104.16	169.00		169.00
Interest	26.19	72.40	98.59	48.91	114.92	163.83
Magazines			0.00	5.00		5.00
Auto Jumble		1000.00	1000.00		1500.00	1500.00
<b>Total receipts</b>	<b>13332.01</b>	<b>3133.90</b>	<b>16465.91</b>	<b>12522.17</b>	<b>2529.75</b>	<b>15051.92</b>

<b>Payments</b>	<b>2017</b>			<b>2016</b>		
	Grants - Overseas					
Grants - Home	100.00		100.00	100.00	596.91	696.91
Special collections paid	0.00		0.00		317.92	317.92
Diocesan Parish share	9000.00		9000.00	8840.00		8840.00
Church expenses	1971.55		1971.55	4241.96		4241.96
Clergy expenses	354.80		354.80	543.68		543.68
Major Works		3381.48	3381.48		170.00	170.00
Church maintenance	480.00		480.00	150.00		150.00
Cost of services	196.25		196.25	61.53		61.53
Administration			0.00			0.00
Fundraising expenses	10.00	732.50	742.50	30.00		30.00
Fees paid out	12.00		12.00	12.00		12.00
<b>Total Payments</b>	<b>12124.60</b>	<b>4113.98</b>	<b>16238.58</b>	<b>13979.17</b>	<b>1084.83</b>	<b>15064.00</b>
<b>Excess of income over expenses</b>	<b>1207.41</b>	<b>-980.08</b>	<b>227.33</b>	<b>-1457.00</b>	<b>1444.92</b>	<b>-12.08</b>

1.1.17 Opening balance	<b>11763.14</b>	<b>32509.08</b>	<b>44272.22</b>	13220.14	31064.16	44284.30
31.12.17 Closing balance	<b>12970.55</b>	<b>31529.00</b>	<b>44499.55</b>	11763.14	32509.08	44272.22

<b>Statement of Funds</b>	<b>2017</b>		<b>2016</b>	
General Funds - Unrest		12970.55		11763.14
Fabric Fund - Restr		31529.00		32509.08
<b>Total Funds</b>		<b>44499.55</b>		<b>44272.22</b>

Represented by:			
Barclays current ac		9358.47	9229.73
CBF Deposit account		35141.08	35042.49
		<b>44499.55</b>	<b>44272.22</b>

22.1.18

## **Treasurer's Report for the year ended 31<sup>st</sup> December 2017**

In the receipts and payments account, the receipts in 2017, both unrestricted and restricted, totalled £16465.91. This compares to £15051.92 in 2016 and, therefore, there was an increase of £1413.99. The payments for the same period were £16238.58 compared to £15064.00 in 2016, an increase of £1174.58. This was mainly due to the repairs on the bell tower which were £3381.48.

The excess of receipts over payments for 2017 was £227.33 compared to a loss of £12.08 in 2016.

The two funds, General and Fabric, at the end of year stood at £12970.55 and £31529.00 respectively. The two funds are in a healthy position at the end of 2017 but the scheduled work planned for 2018 means that both funds are likely to be severely depleted in twelve months' time.

Paul Baker, Hon. Treasurer.