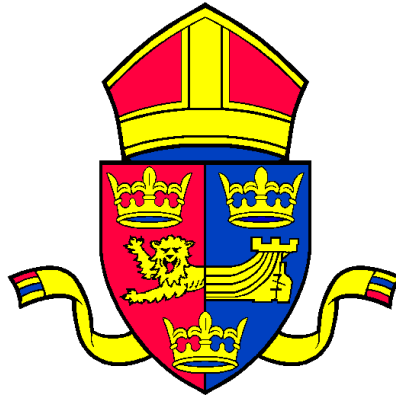


**The
Diocese
of
St Edmundsbury and Ipswich**



**Annual Report
of the
Parochial Church Council
of
St Andrew's Church
Kettleburgh
Suffolk**

For the year ended 31 December 2015

ADMINISTRATIVE INFORMATION:

Church Address: Church Road,
Kettleburgh
Woodbridge IP13 7LF

Priest in charge: Reverend 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 excepted 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>	Reverend Deirdre West	N/A
<i>Lay Elders:</i>	Mrs Valerie Upson (Until April 2015)	2015
	Mrs Jackie Clark	2016
<i>Wardens:</i>	Mr John Bater	APCM 2016
	Mrs Valerie Upson (Until April 2015)	APCM 2016
<i>Deanery Synod Representative:</i>	None Appointed	
<i>Elected Members:</i>	Mrs Anne Bater	APCM 2016
	Mr Paul Baker (Treasurer)	APCM 2016
	Mr Trevor Butcher (Electoral Roll Officer)	APCM 2016
	Mr Bill Clark (Vice Chairman)	APCM 2016
	Mrs Jackie Clark (Safeguarding Officer and Secretary)	APCM 2016
	Mrs Irene Dick	APCM 2016

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.

Personnel

The PCC was very sorry to receive knowledge of the death of Valerie Upson in April. Valerie served St Andrew's church faithfully in her roles as churchwarden, deanery synod representative, electoral roll officer and elder. We are very grateful for all that she did to further the gospel of our Lord Jesus Christ in our parish and miss her tremendously.

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

Electoral Roll – Resident:

Electoral Roll – Non-Resident:

Average Weekly Adult Attendance:

Average Weekly Young Persons Attendance:

<u>2015</u>	<u>2014</u>
21	24
7	10
15	20
0	0.75

SPIRITUAL LIFE OF THE CHURCH

During 2015 the PCC met four times and the standing committee once.

Members of the ministry team from all seven parishes met twice to plan services and also came together monthly for a short time of prayer in one of our seven churches. The pattern of services changed in January: as well as the first Sunday joint service we also joined together on the third (and fifth) Sunday. On second Sundays our morning service alternated between Holy Communion and an informal elder led service. The fourth Sunday service remained as Choral Evensong. This continues to be well attended. Members of the choir continued to sing with the Campsea Ashe benefice choir at the first Sunday united services. The Lent course for the seven parishes, on the subject of prayer, was led by the Rev. Richard Ginn. The evening service of Compline was held at different churches during Holy week, and following the pattern for 2014 the Easter communion at St Andrew's was incorporated into

the Easter Eve service when the Paschal candle was lit and baptismal vows reaffirmed. Once again we had a well attended Easter Praise service on Easter morning.

Valerie Upson's recommissioning as an elder was held at St Andrew's on the first Sunday after Easter and our Annual Church Meetings were held in the following week. But these events were overshadowed by Valerie's sudden death. Although a sad occasion, her funeral was a fitting tribute to someone who had served St Andrew's church so faithfully, with three of our past priests, the Rev. Roger Dixon, Rev. Graham Vellacott and Rev Robin Alderson all taking part in the service.

Rev. Richard Ginn led two series of Bible Study sessions for our seven churches, with the subjects of Paul's letter to Philippians and the Sermon on the Mount.

The first United service led by Elders took place in Brandeston in August.

Although held outside our benefice, a successful summer holiday club took place in Charsfield for the third year running, with both helpers and children from our seven parishes attending.

At our Harvest Festival service in October we supported the 'Tools with a Mission' charity, both financially and with donated tools. This was followed by supper in the Village Hall. Christmas celebrations included a Christingle service and our traditional candlelit service of Nine Lessons and Carols on Christmas Eve.

Children's Activities

Currently we do not have any children who are regular attendees. Children in our village who may wish to, are encouraged to attend the Cosmic Club at Easton Church. Other children's activities, such as the holiday club at Charsfield for primary age children and 'Frostfest', for 10 – 15 year olds, are advertised in our village.

Bells

During 2015 the bells were rung for services by ringers from Kettleburgh and Brandeston, and a ringer from Easton helped on Christmas morning. In addition there were two quarter peels rung, including one in memory of Valerie Upson, who had been church warden for 16 years. There are fewer ringers available now and sometimes it is not possible to get enough ringers.

The condition of the bells was checked by Chris McArthur and Persephone Booth. It had been noted in 2014 that in due course the nylon pulley blocks will need replacing. Some of them are worn but there is still no immediate need to replace them.

Shoebox Appeal

Sixteen shoeboxes were sent to Eastern European families and elderly people in need.

FUND RAISING

Kettleburgh Village Fete

The annual fete on Saturday 13th June brought the whole village together in the garden of The Chequers and thanks to everyone's hard work £2737 was raised to be divided equally between the church and the Village Hall.

Church Quiz Evenings

Two quizzes were held during the year, raising a total of just under £1500. This money was shared between Children in Need, Suffolk Carers and our church.

Kettleburgh Autojumble

The Autojumble is 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

Three people cycled and two walked this year for Kettleburgh and raised £801.50. Thanks go to them, their sponsors and the people who manned the church.

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 Quinquennial Report highlighted “a pleasant church, well cared for” but some remedial electrical work was necessary.

The Plans for Reordering the Church

This project is *still* in the planning stage. Our architect is making detailed drawings which are to be submitted to the Diocesan Advisory Committee for approval and the granting of a faculty, so that the work to reorder the west end of the nave can begin.

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. In order to prevent unsuitable items being placed in the churchyard, the PCC has provided some guidelines for those tending graves. The annual working party to tidy the churchyard took place in October.

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

In accordance with the Health and Safety Policy, the church building is regularly inspected and a report considered by the PCC. Items such as fire extinguishers and electrical appliances are checked by qualified persons.

Approved by the Parochial Church Council on 23rd March 2016
and signed on its behalf by

W. J. Clark (Vice Chairman)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2015

Treasurer's Report for the year ended 31st December 2015

This report refers to the financial statements as shown for the General and Fabric Funds also the statement of capital and liabilities represented by liquid assets in the form of bank and deposit accounts.

Assets held at the year amounted to £44284.30 made up of a Bank current account of £9405.64 and a deposit account with CBF Church of England funds amounting to £34878.66. These balances represent an increase in funds from 31st December 2014 of £151.16

The General Fund, which is unrestricted, pays the day to day church expenditure. This fund showed a decrease of £478.36 compared with an increase of £2248.61 in 2014. This was due to a decrease in receipts of £2028.69 and an increase in payments of £698.28

The Fabric Fund, which is restricted, deals with the maintenance and repair of the structure and fabric of the church. The receipts of the fund for 2015 amounted to £929.52. There was one payment of £300 from this fund in 2015.

It was pleasing to note that we were still able to make donations to various causes despite the financial difficulties we faced this year. The grants were in two sections- (i) £467.50 allocated by the Church Council and (ii) £340 from one Quiz Night.

The following pages show the receipts and payments accounts of the general and fabric funds together with the statement of assets and liabilities.

ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2015

Receipts and Payments

	2015			2014		
<u>Receipts</u>	UnRest	Rest	Totals	Unrest	Rest	Totals
GA Planned collections	4382.90		4382.90	6087.70		6087.70
Collections - Other giving	494.86		494.86	710.08		710.08
Special collections		242.50	242.50		407.29	407.29
Donations	169.41		169.41	45.00		45.00
Uncovenanted Giving & CAF	450.00		450.00	255.00		255.00
Tax recovered on Gift Aid	1638.63		1638.63	3215.20		3215.20
Fund Raising	2515.98	340.00	2855.98	2800.18	715.65	3515.83
Fees	1748.00		1748.00	368.00		368.00
Harvest supper	138.00		138.00	100.21		100.21
Interest	59.07	129.52	188.59	49.17	123.74	172.91
Magazines	5.00		5.00			0.00
Auto Jumble		600.00	600.00		500.00	500.00
Legacy		200.00	200.00		1000.00	1000.00
Total receipts	11601.85	1512.02	13113.87	13630.54	2746.68	16377.22

	2015			2014		
<u>Payments</u>						
Grants - Overseas	50.00		50.00	150.00		150.00
Grants - Home	175.00	340.00	515.00	350.00	715.65	1065.65
Special collections paid		242.50	242.50		407.29	407.29
Diocesan Parish share	8500.00		8500.00	8000.00		8000.00
Church expenses	1852.13		1852.13	2257.68		2257.68
Clergy expenses	538.08		538.08	564.53		564.53
Major Works		300.00	300.00	0.00	0.00	0.00
Church maintenance	429.00		429.00	0.00		0.00
Cost of services	0.00		0.00	22.72		22.72
Administration	0.00		0.00	0.00		0.00
Fundraising expenses	0.00		0.00	0.00		0.00
Fees paid out	536.00		536.00	37.00		37.00
Total Payments	12080.21	882.50	12962.71	11381.93	1122.94	12504.87
Excess of income over expenses	-478.36	629.52	151.16	2248.61	1623.74	3872.35

1.1.15 Opening balance	13698.50	30434.64	44133.14	11449.89	28810.90	40260.79
31.12.15 Closing balance	13220.14	31064.16	44284.30	13698.50	30434.64	44133.14

	2015			2014		
Statement of Funds						
General Funds - Unrest			13220.14			13698.50
Fabric Fund - Restr			31064.16			30434.64
Total Funds			44284.30			44133.14

Represented by:						
Barclays current ac			9405.64			9443.07
CBF Deposit account			34878.66			34690.07
			44284.30			44133.14

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2015

This report on the financial statements of the PCC for the year ended 31 December 2015, 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 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 16/3/16

Signed Persephone Booth

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