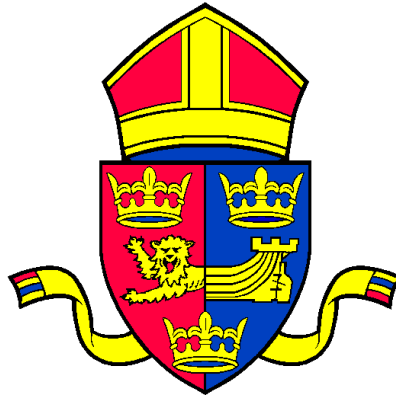


**The
Diocese
of
St Edmundsbury and Ipswich**



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

For the year ended 31 December 2013

ADMINISTRATIVE INFORMATION:

Church Address: Church Road,
Kettleburgh
Woodbridge IP13 7LF

Incumbent: Reverend Canon Harry Edwards

Assistant Priest: Reverend Robin Alderson
Address: The Cloisters, Sandy Lane,
Snape, Saxmundham, IP17 1SD

Telephone: 01728 688255

Banker: Barclays Bank PLC
Address: Suffolk Coastal Group
4 Church Street
Woodbridge IP12 1DJ

Independent Examiner: Persephone Booth
Address: 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 Canon Harry Edwards	N/A
<i>Assistant Priest:</i>	Reverend Robin Alderson*	N/A
<i>Lay Elders:</i>	Mrs Valerie Upson*	March 2014
	Mrs Jackie Clark	2016
<i>Wardens:</i>	Mr John Bater*	APCM 2014
	Mrs Valerie Upson*	APCM 2014
<i>Deanery Synod Representative:</i>	Mrs Valerie Upson*	01/06/14
<i>Elected Members:</i>	Mr Patrick Ritchie (Treasurer)*	N/A
	Mrs Anne Bater	APCM 2014
	Mr Trevor Butcher	APCM 2014
	Mr Bill Clark*	APCM 2014
	Mrs Jackie Clark	APCM 2014
	Mrs Dinah Reed (Secretary)*	APCM 2014

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

It was with sadness that we accepted the resignation in September of our Treasurer, Patrick Ritchie. We were very grateful to Paul Baker for taking over at such short notice and are pleased to have him as part of our 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

Electoral Roll – Resident:

Electoral Roll – Non-Resident:

Average Weekly Adult Attendance:

Average Weekly Young Persons Attendance:

	<u>2012</u>	<u>2013</u>
Electoral Roll – Resident:	27	24
Electoral Roll – Non-Resident:	9	10
Average Weekly Adult Attendance:	20	19
Average Weekly Young Persons Attendance:	0.25	1

SPIRITUAL LIFE OF THE CHURCH

During 2013 the PCC met seven times and representatives attended two meetings of the greater benefice council. The lay elders and Robin Alderson met three times to take part in a short act of worship and to plan future services. In January the new service rota came into effect with a united service of Holy Communion taking place on the first Sunday of each month, rotating around the seven parishes with our choir joining that of the Campsea Ashe benefice for these services. The change of pattern meant that Kettleburgh could have only one mid morning service each month alternating between Holy Communion and family worship, which caused some disappointment. The monthly choral evensong sung by the small choir remained popular.

Early in the year a monthly bible study was held and the Lent course took the form of "Desert Island Discs" at which various people played a recording of a favourite piece of music and spoke about what it meant to them. Both these activities covered the seven parishes.

In July a service of Confirmation took place in St Andrew's. This was a joyful occasion at which Bishop Nigel, who was shortly to leave the diocese, confirmed two Kettleburgh children as well as three from Framlingham. During the year there was one marriage service and in October the funerals of two men who had played important roles in the life of the church.

Derek Hill had served as churchwarden from 1954 until 1996, always on hand to give practical help, and Laurie Griffiths had been organist from 1980, doing much to enhance the music of the church until forced to retire due to ill health in 2008. He had formed the small choir in 1988, which is still going strong and later a band to play at family services.

On October 6th a united service of Holy Communion at Brandeston church marked the retirement of Robin Alderson as assistant priest in the benefice with particular responsibility for Brandeston, Kettleburgh and Easton. The combined choir sang and ended the service with a surprise rendition of John Rutter's "The Lord bless you and keep you" sung to Robin. The service was followed by a bring and share lunch at Brandeston Hall which was both a happy and a sad occasion. Although retiring, Robin promised to come back to take some services for us and in fact did so quite soon when he presided at Holy Communion for our patronal festival on St Andrew's day.

The deanery synod representative reported to the PCC on the three meetings held during the year. In March the Diocesan Director of Education gave a presentation on church schools, emphasising their importance in the Church's mission. At the June meeting synod was presented with several alternative deanery plans and much discussion followed on the best way to move forward with fewer stipendiary priests available. Each parish was given a booklet "In Their Own Words" providing guidelines for interaction with disabled people in our churches. The September meeting was held in All Saints' Church, Wickham Market where members were able to see all the changes which had been carried out to facilitate a modern style of worship. In August the deanery pilgrimage by coach to St Albans was much enjoyed.

Children's Activities

Currently we do not have any children who are regular attenders. Children in our village who may wish to, are encouraged to attend the Cosmic Club at Easton Church.

Bells

The bells have been rung on alternate Sundays and for special services such as Christmas and weddings. We have also had visitors who have come for ringing outings and quarter peals. A special quarter peel was rung on 19th October in memory of Derek Russell Hill, who was churchwarden at Kettleburgh for 42 years. A quarter-peel board has been ordered to commemorate the event, which will be hung in the ringing chamber. The bells have been checked and maintained; no major repair works have been required.

CHARITABLE GIVING

Ipswich Umbrella Trust

In 2013 Kettleburgh again decided to do a door-to-door collection in the village of tins and foodstuffs. Brandeston joined in and together the response was overwhelming. We need to thank the collectors and the large number of people who gave. Two carloads of food were taken to the charity's building in Ipswich.

Shoeboxes for Romania

Fifteen shoeboxes were sent to Eastern European families in need this year, and also two packed especially for an elderly person.

Carol Singing

Our group of singers was joined by Scouts this year and we raised just under £100 for The Children's Society, finishing as usual by singing in The Chequers.

FUND RAISING

Church Quiz Evenings

The Quiz evenings in Kettleburgh are always popular events and 2013 was no exception. Our first was held on Friday 19th April, the proceeds of which, £735.10 were to be shared between the Church and the Alzheimer's Society. Our second quiz was held on Children in Need night in November and £750 was raised, half to Church funds and half to Children in Need. These events owe their success to the hard work of many in our village and we are grateful for such support.

Kettleburgh Village Fete

Our Annual Fete was held on Saturday June 8th. Thankfully it was a dry if chilly day and raised £1623.97 for the Church.

Ipswich Community Wind Band Concert

A Spring Concert was held in Kettleburgh Village Hall on Saturday 2nd March in aid of the Church. It was a most enjoyable evening and raised £184.40.

Suffolk Historic Churches Cycle Ride

The Cycle Ride was held on Saturday 14th September. Kettleburgh fielded 3 cyclists and a walker. £ 266.03 was raised. Our thanks go also to the people who manned the Church all day.

BUILDINGS AND CHURCHYARD

Cleaning and Flower Rotas

The regular weekly cleaning of the church building continued to be performed by a dedicated band of 20 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

In a few places small patches of plaster have flaked off the internal walls but the building is generally in a good state of repair and all furnishings and ornaments are in good order. In September, the power supply was upgraded which will make it possible to provide more effective heating in the chancel.

The Insurance Policy was reviewed and, as part of that process, the PCC sought advice on the possibility of there being any Chancel Repair Liability with respect to our Church. An investigation found that none existed.

The plans for a toilet and storage

The PCC feels it very important to improve disabled access and provide a toilet but this view does not appear to be shared by those in a position to grant permission. The frustration and delay in obtaining permission to carry out this work has continued.

Churchyard Trees

No work was carried out during the year on any trees within the precinct of the churchyard.

Churchyard Maintenance

In the spring of 2013 all the leaning gravestones were straightened up. Throughout the summer the churchyard was cut round the graves, and in October a group of parishioners tidied up all the remaining area of long grass.

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
and signed on its behalf by:**

Chairman

ST ANDREWS CHURCH, KETTLEBURGH

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2013

Treasurer's Report for the year ended 31st December 2013

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 £40260.79 made up of a Bank current account of £5743.63 and a deposit account with CBF Church of England funds amounting to £34517.16. These balances represent an increase in funds from 31st December 2012 of £127.85.

The General Fund, which is unrestricted, pays the day to day church expenditure. This fund showed an increase of £490.65 compared with a loss of £1068.32 in 2012. This was due to an increase in receipts of £1936.74 compared to an increase in payments of only £367.77.

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 2013 amounted to £1171.20. The only payments for this fund of £1141.20 were to UK Power Networks. There was, therefore, an increase of just £30 on this fund over the year.

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 totalled £1062.20

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 - Period ended 31st December 2013

Receipts and Payments

General Fund – Unrestricted

	£		£
<u>Receipts</u>	2013		2012
Gift Aid – Planned & Collections	5793.55		5452.70
Collections, Other Giving, Legacies	1181.18		544.53
Donations	600.00		61.58
Tax recovered on Gift Aid	0.00		394.61
Uncovenanted Giving + CAF	240.00		930.00
Fund Raising	3605.97		2425.73
Interest	196.60		63.71
Fees	882.00		782.00
Harvest	92.30		0.00
TOTAL	12591.60		10654.86
<u>Payments</u>			
Grants – Overseas	257.20		550.00
Grants – Home	805.00		200.00
Diocesan Parish Share	8000.00		8212.00
Church Expenses	2417.98		1879.20
Clergy Expenses	290.27		178.49
Church Maintenance	54.00		548.45
Cost of Services	0.00		28.30
Administration	3.50		96.74
Fundraising	0.00		30.00
Fees	273.00		0.00
TOTAL	12100.95		11732.18
Surplus 490.65		Deficit	1068.32

Movement on Funds

<u>General Fund</u>	2013		2012
Opening Balance – 01/01/2013	10959.24	Opening Balance- 01/01/2012	12027.56
Surplus of Receipts over Payments	490.65	Deficit of Receipts over Payment	1068.32
TOTAL	11449.89	TOTAL	10959.24
Closing Balance – 31/12/2013	11449.89	Closing Balance – 31/12/2012	10959.24

Fabric Fund – Restricted

	2013		2012
Opening Balance-01/01/2013	28780.90	Opening Balance – 01/01/2012	29971.34
<u>Receipts</u>		<u>Receipts</u>	
Gift Aid	388.00	Gift Aid	718.00
Auto Jumble	500.00	Auto Jumble	800.00
VAT Refund	238.20	VAT Refund	509.60
Donations	45.00	Church Cycle Ride	285.50
		Interest	236.47
		Income Tax recovered on Gift Aid	983.31
<u>Payments</u>		<u>Payments</u>	
UK Power Networks	1141.20	Repair Costa	4723.32
Closing Balance – 31/12 /2013	28810.90	Closing Balance – 31/12 /2012	28780.90

Sierra Leone Fund - Restricted

Opening Balance-01/01/2013	392.80
<u>Payments</u>	
Christian Aid	392.80
Closing Balance – 31/12 /2013	0.00

St Andrew's Church, Kettleburgh**Statement of Capital at 31st December 2013**

	2013	2012
Total Funds		
General Fund- Unrestricted	11449.89	10959.24
Fabric Fund – Restricted	28810.90	28780.90
Sierra Leone Fund- Restricted	0.00	
392.80		
Total Funds	40260.79	
40132.94		
Represented by:		
Barclays – Current account	5743.63	5812.38
CBF – Deposit account	34517.16	
34320.56		
Total	40260.79	
40132.94		

**Independent Examiner's Report to the PCC of St Andrew's Church, Kettleburgh,
for the year ended 31 December 2013**

This report on the financial statements of the PCC for the year ended 31 December 2013, which are set out on pages 1 and 2, 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

havenot 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

Signed _____

Mrs Persephone C Booth, ATT (Fellow)

The Timbers, Church Road, Kettleburgh, Nr Woodbridge, Suffolk IP13 7LE

