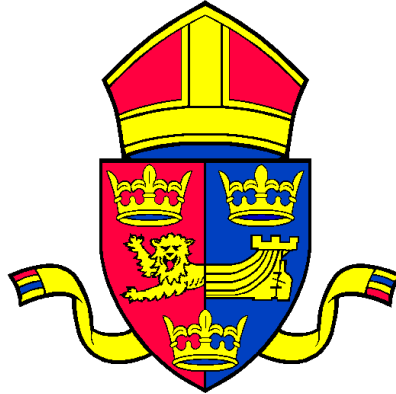


**The
Diocese
of
St Edmundsbury and Ipswich**



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

For the year ended 31 December 2011

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: Patrick Ritchie
Address: 12 Andrew Burrts Close
Framlingham
IP13 9TD

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>	Reverend Canon Harry Edwards	N/A
<i>Assistant Priest:</i>	Reverend Robin Alderson*	N/A
<i>Lay Elders:</i>	Mrs Valerie Upson* Mrs Jackie Clark	March 2014 2016
<i>Wardens:</i>	Mr John Bater* Mrs Valerie Upson*	APCM 2012 APCM 2012

*Deanery Synod
Representative:*

Mrs Valerie Upson*

01/06/14

Elected Members:

Mrs Persephone Booth (Treasurer)*

APCM 2012

Mr Trevor Butcher

APCM 2012

Mr Bill Clark*

APCM 2012

Mrs Liz Marzetti

APCM 2012

Mrs Dinah Reed

APCM 2012

Mrs Vickie Neilson is the Minutes Secretary

Committees of the Parochial Church Council

The PCC operates through a small number of committees that meet between full meetings of the PCC:

Standing Committee:

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. Standing Committee members are marked * in the list of PCC members.

Other Committee(s):

A fête sub-committee was set up with representatives from the PCC, Village Hall Committee and other members of the parish to co-ordinate the annual village event.

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

<u>Church Membership</u>	<u>2010</u>	<u>2011</u>
Electoral Roll – Resident:	29	29
Electoral Roll – Non-Resident:	10	9
Average Weekly Adult Attendance:	17	17
Average Weekly Young Persons Attendance:	0.5	0.25

REVIEW OF THE YEAR

The PCC met seven times and the standing committee once, parish representatives also attended two meetings of the Greater Benefice council. Approximately every two months Robin Alderson and the lay elders of the lesser benefice met to take part in a short act of worship, to plan future services and to discuss any necessary issues. The two Kettleburgh elders Jackie Clark and Valerie Upson continued to alternate with Robin in leading family worship and evensong and regularly led intercessions and assisted with the chalice. During the year there was one marriage in the church and one funeral service conducted at the crematorium.

On the last Sunday in January Kettleburgh folk travelled to Marlesford for the first Greater Benefice service of the year celebrating The Presentation of Christ in the Temple (Candlemas). In March and April the people of all seven parishes came together again for the Lent course which was very helpful and informative while providing an opportunity for social interaction. Venues were the public house at Easton , village halls at Campsea Ashe, Brandeston and Hacheston and Marlesford Rectory.

April was a busy month starting with a very successful quiz evening in the village hall which resulted in a profit of £882.40 which was divided equally between St Andrew's Church and the East Anglian Air Ambulance. A band of volunteers provided an excellent cold supper and thanks must go to the ever popular quiz master Graham Hillier and to Val Butcher for setting the questions. On 16th April the church was given a thorough spring clean by a group of volunteers to make it ready for a very special service of choral evensong on Palm Sunday, at which Jackie Clark and Jane Woodbury-Eggins were recommissioned as lay elders by the Venerable Dr Judy Hunt Archdeacon of Suffolk, and the wonderful Easter services the following weekend. In May £324.45 was raised for church funds at the annual plant sale thanks to a band of willing workers. Later in the month on Rogation Sunday, in a change from our usual practice, a Greater Benefice service took place in the morning at Hacheston church followed by a picnic lunch in Hacheston village hall after which everyone travelled to Easton church (some on foot including the Archdeacon of Suffolk with her dog). There, at a Greater Benefice service in front of the church, Archdeacon Judy commissioned Carol Davis as an elder. Hymns were accompanied by a small group of instrumentalists sitting in the porch and after the service tea and cakes were enjoyed by all.

In June the weather stayed fine for another successful fête in the garden of The Chequers Inn and later that month the Revd Deirdre West was ordained priest at St Edmundsbury Cathedral. Deirdre's ministry covers the Greater Benefice and we are glad to welcome her at St Andrew's from time to time. At the end of July Bill Gloyn and his singers came to augment the Kettleburgh church choir at a special family service of music and readings to celebrate the 400th anniversary of the King James bible. On the same day an autojumble event was held at Church Farm, from the proceeds of which the church was grateful to receive a donation of £1,000.

September brought the Suffolk Historic Churches Trust annual cycle ride and also the first of a series of monthly bible study groups to take place at venues across the Greater Benefice in order to read and discuss the lectionary readings for the following Sundays.

In October the church was once again beautifully decorated for Harvest Festival when gifts of groceries and fresh produce were brought to the altar for later distribution to the Ormiston Family Centre in Ipswich and Mills Meadow in Framlingham. A collection was also taken for the relief of famine in Africa. Following the service the harvest supper in the village hall was much enjoyed. On 26th October some parishioners joined a deanery coach trip to Westminster Abbey, organised by Deirdre West, and found it a very interesting and uplifting experience.

At the end of the month another autojumble was held at Church Farm from which the church received a generous donation of £1250, which was sufficient to cover the insurance premium. On 11th November an Act of Remembrance took place at the war memorial and two days later it was Brandeston's turn to host the Remembrance Sunday service with the Earl Soham branch of the Royal British Legion.

At the November PCC meeting Dinah Reed agreed to take over the role of secretary and Vickie Neilson was thanked for her help in covering the position for two years. On the 18th another very enjoyable and successful quiz was held in the village hall in aid of church funds and the BBC Children in Need appeal. December brought the Christingle and Gift service when the congregation brought gifts for distribution at the Ormiston Family Centre, carol singing around the village for The Children's Society and the ever popular candlelit service of Nine Lessons and Carols on Christmas Eve when, in spite of "raising the roof", the congregation still had enough voice to sing more carols at the holy communion service on Christmas morning.

CHILDREN'S ACTIVITIES

Currently we do not have any children who are regular attenders. This may be due to lack of specific activities and is an area which the PCC will look to in the future.

CHOIR

The choir continued to sing for the monthly choral evensong, regularly augmented by three singers from Hacheston and Parham, and joined the whole greater benefice choir for joint services. They also sang on Easter Eve for the special service of light, at Harvest Festival and on Christmas Eve for the candlelit Nine Lessons and Carols. In July there was a wonderful service of music and readings in the church to celebrate the 400th anniversary of the King James bible when Bill Gloyn and his friends who have previously sung with our choir at Brandeston and Easton made their first visit to Kettleburgh.

FABRIC, GOODS AND ORNAMENTS

Early in January a hole appeared in the nave where the ground had sunk beneath the aisle floor. This was investigated by the church architect and Suffolk Masonry Services who effected repairs at a cost of £1,413.60. In March the King James lectern bible was repaired and rebound thanks to the generosity of an anonymous donor who covered the cost. Later in the

year work was begun on the priority repairs listed in the quinquennial inspection report and repairs to the external walls, the tower stairs and replacement of the lead tower cap were completed. The architect is investigating the cause of damp patches appearing on the walls causing plaster to drop. Plans for the proposed re-ordering of the west end of the nave and the provision of a toilet and improved disabled access are ongoing but by the end of the year it had still not been possible to submit a faculty application. All other furnishings and ornaments are in good order.

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. The bells have been checked and maintained; no major repair works have been required.

CHURCH CLEANING AND FLOWERS

The regular weekly cleaning of the church building continued to be performed by a dedicated band of 21 volunteers. In the Spring, a special cleaning morning was arranged and this is to be an annual event. 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.

TREES

No trees have been planted in the churchyard during the past year. Trees and hedges have been inspected periodically and routine maintenance and pruning carried out where necessary.

CAROL SINGING

A group of ten singers, including three children, met at the Village Hall at 6:00p.m on the Tuesday before Christmas to sing carols around the village. After two hours on the doorsteps of Kettleburgh houses it was high time to get warm and sing some final choruses at the Chequers. The sum of £109.79 was raised for The Children's Society. Thanks to Debbie for providing the welcome refreshments.

SHOEBOXES FOR ROMANIA

The Shoebox Appeal in 2011 resulted in nineteen boxes being sent from Kettleburgh. Nationally, almost 42,000 boxes were filled, collected and delivered to needy families in Romania, Moldova, Albania, Bulgaria and Ukraine. For the first time, some of these boxes were filled with elderly people especially in mind. All the items included in the boxes are things that we can buy easily and take for granted. Hopefully they made Christmas a little bit more special for the families and elderly folk who received them.

KETTLEBURGH VILLAGE FETE

The fête was once again a very happy and successful event. Thanks must go to Ron and Debbie for allowing the use of the Chequers garden and also to John Bater and the Fete

Committee for organising everything so efficiently. Combined with the hard work of the stallholders, a sum of £2741.24 was raised. This amount was equally split between the Church Fabric Fund and the Village Hall.

SUFFOLK HISTORIC CHURCHES CYCLE RIDE

Despite getting fewer cyclists every year, just 4 people this time, we seem, with generous donations, to keep the money coming in. We made £590 pounds this year. We generally average about 6 riders but in 2003 we had 8. There were as many as 12 and 13 in the early 90s. We have a loyal band of sitters and sponsors and woe betide if someone is not asked. With so many sponsored events going on now, we did really well and it was another lovely day!

DEANERY SYNOD

At the April meeting there was a presentation on “Later Life and How to Live It” with the recommendation of volunteers getting together to provide things such as good neighbour schemes and lunch clubs. In May synod representatives were asked to express the views of their PCCs on what provision should be made for those in the Anglican Church who are opposed to the ordination of women bishops. Like most of the other parishes Kettleburgh PCC is in favour of women bishops and, whilst not agreeing with those who object, felt that a compromise must be found in the interests of unity. The September meeting was addressed by the founder of the Ipswich Umbrella Trust which runs a day centre for homeless people and provides much help for their everyday needs. Kettleburgh PCC subsequently decided this would be a very good cause to support. At the October meeting of the synod Alister Gourlay was elected as lay chair to replace Patrick Lowin who had stood down due to ill health after seven years of hard work in the post.

During the year the Pastoral Committee had been meeting to discuss the new deanery plan. They had initially been asked to discuss rearranging the parishes to cope with the loss of one priest but a subsequent review of the plan put the emphasis on vocation, mission and ministry and the availability of non-stipendiary ministers, readers and lay elders to help provide pastoral and liturgical care.

LORD OF THE MANOR FUND

The Lord of the Manor Fund acts independently of the PCC under the leadership of the Incumbent of St Andrew’s Church and the Chairman of the Parish Council. As the PCC does not exercise any control over the Fund, its receipts and payments are not consolidated within these financial statements.

KETTLEBURGH TOWN ESTATE CHARITY

The Kettleburgh Town Estate Charity is led by its own trustees, the Incumbent of St Andrew’s Church and its churchwardens, who act as a separate body. As this charity is also not under the control of the PCC, its receipts and payments are not consolidated within these financial statements.

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.

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.

LEGACIES AND WILLS

Following discussion in 2007, where legacies have been received, the PCC will comply with any requirement of the donor. Where no restrictions have been made, legacies will be applied to the Fabric Fund until it reaches its prescribed limit. Thereafter, legacies will be added to general funds.

**Approved by the Parochial Church Council on
behalf by:**

and signed on its

Chairman

Treasurer's Report for the year ended 31st December 2011

This review covers the information shown in the financial statements on pages 10 to 13, which includes the statement of Assets and Liabilities and the activity on the unrestricted and restricted funds.

At the 2011 year end total assets held were £41998.90. This represents an increase of £2236.38 on the year 2010. These assets were held at Barclays Bank, £7978.52, and the CBF deposit account, £34020.38.

The General fund, which is Unrestricted, covers the day-to-day transactions incurred in carrying out the PCC responsibilities. The salient points of note are the receipt of £1603.35, for tax recovered on Gift Aid receipts, and the payment in full of the Diocesan quota for the year of £7671.00. Other payments and receipts were broadly in line with the previous year.

At the year end there was an excess of receipts over payments of £82.36, which compares favourably with year 2010, which saw an excess of payments over receipts of £1589.13. The final balance held in the fund at the year end was £12027.56.

The Fabric Fund, which is the principle restricted fund, achieved a surplus of £2154.02. Receipts were boosted by significant donations from Past Times Autojumble and a proportion of the tax reclaimed on gift aid. The only expenses were for building repairs. The final balance held on the Fabric fund was £29971.34.

The other restricted funds are the Christian Aid Fund, Harvest Festival and Supper collections for DEC East Africa, Children's Society fund, and the British Legion fund, and Quiz fund raising for BBC Children in Need and East Anglian Air Ambulance. Receipts raised for these funds amounted to £1344.86 and were paid over in full to the charities concerned. Therefore in each case there is a nil balance at the year end.

Therefore, the combined Unrestricted (General) and Restricted funds equal the total assets of £41,998.90.

The PCC decided to make the following donations:

Suffolk Historic Churches Trust	£ 50.00
National Churches Trust	£ 50.00
St Elizabeth Hospice	£100.00
Kagera Diocese	£200.00
St Martin in the Fields Christmas Appeal	£100.00
Ipswich Umbrella Trust	£100.00
Sat 7 Trust (foreign)	£ 75.00
Wheels for the World (foreign)	£ 75.00

Reserves Policy

The PCC is aware of the need to ensure sufficient funds are maintained in order to respond to immediate needs and to cushion the impact of potential financial insecurity. The PCC has adopted a Reserves Policy designed to cover moderate repair costs and the possibility of insufficient ongoing funding to pay our quota due to an ever ageing congregation.

Specifically, the PCC's Reserves Policy is to ensure that the main items in the last quinquennial inspection are addressed, and thereafter maintained as follows:

- £25,000 in the Fabric Fund to cover unexpected medium-cost repairs, accepting that larger items will need specific fundraising initiatives
- £10,000 in Unrestricted reserves to meet a proportion of our estimated quota requirements for the next three years, and
- A further £2000 unrestricted contingency for unexpected needs, including emergencies.

The PCC reviews its Reserves Policy on a regular basis and believes it should meet the required reserve level of each area before allowing a significant erosion of its unrestricted balances to take place.

ST ANDREW'S CHURCH, KETTLEBURGH

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2011

Statement of Assets and Liabilities

	<i>Unrestr.</i>		<i>Restricted</i>		<i>Total 2011 £</i>	<i>Total 2010 £</i>
	<i>General Fund £</i>		<i>Fabric Fund £</i>			
<i>Monetary assets</i>						
Bank and cash	4,724.53		3,253.99		7,978.52	5,979.01
CBF Deposit	7,303.03		26,717.35		34,020.38	33,783.51
Total cash	12,027.56		29,971.34		41,998.90	39,762.52

Notes to the accounts

Debtors

Gift aid has not been reclaimed for 2011 to date and a claim for this will be made in early 2012.

Magazine Money goes to the Treasurer of Brandeston PCC who handles the expenses of the magazine

Other Assets

Furnishings and tangible assets are included in the Church Inventory and are vested in the wardens.

Liabilities

There were no outstanding liabilities as at 31 Dec 2011

Approved by the Parochial Church Council on April 2012 and signed on its behalf by:

Chairman

ST ANDREW'S CHURCH, KETTLEBURGH
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2011

General Fund Receipts and Payments Account - Unrestricted

	<u>2011</u>		<u>2010</u>	
<i>Receipts</i>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Voluntary income</u>				
Planned giving and envelopes in pews (Gift Aid)	4,381.40		4,307.81	
Income tax recovered on Gift Aid	1,603.35		2,338.18	
Uncovenanted giving, including CAF	1,019.00		225.00	
Collections	659.98		764.46	
Sundry Donations and church boxes	119.51		268.80	
		7,783.24		7,904.25
<u>Income from church activities</u>				
Harvest Supper	-		83.90	
Fees paid to PCC	426.00		313.00	
		426.00		396.90
<u>Activities for generating funds</u>				
Fetes & events	2,678.73		1,220.34	
Church cycle ride	-		337.25	
		2,678.73		1,557.59
<u>Income from investment</u>				
Deposit account interest		50.85		61.72
Total Receipts		10,938.82		9,920.46
<u>Payments</u>				
<u>Missionary and charitable giving</u>				
Overseas mission and relief agencies	550.00		379.00	
UK mission and secular charities	200.00		400.00	
		750.00		779.00
<u>Ministry and upkeep</u>				
Diocesan quota (2010 = £7,451)	7,671.00		7,451.00	
Clergy expenses and deanery fee	296.56		324.91	
Church running expenses	384.27		1,700.73	
Church maintenance	1,548.97		1,094.87	
Upkeep of services	20.63		115.51	
		9,921.43		10,687.02
<u>Fundraising trading: cost of goods sold and other costs</u>				
Cost of fetes, bazaars, other fundraising events		136.60		20.00
<u>Governance costs</u>				
Bank charges	-		-	
Administration	48.43		23.57	
		48.43		23.57
Total Payments		10,856.46		11,509.59
Excess Receipts over Payments		82.36		(1,589.13)
Balance of Account at Beginning of Year		11,945.20		13,534.33
Balance of Account at End of Year		<u>12,027.56</u>		<u>11,945.20</u>

ST ANDREW'S CHURCH, KETTLEBURGH

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2011

Restricted Funds Receipts and Payments Accounts

<u>Fabric Fund</u>	<u>2011</u>		<u>2010</u>	
<i>Receipts</i>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Gift Aided donations	601.00		1,213.50	
Income tax recovered on Gift Aided donations	235.60		1,057.47	
Donations and legacies	-		-	
Fundraising events income	2,250.00		2,541.48	
Church Cycle Ride	295.00		-	
Interest	186.02		108.46	
		3,567.62		4,920.91
<i>Payments</i>				
Architects fees	-		-	
Fundraising events costs	-		-	
Repair costs	1,413.60		-	
		1,413.60		-
Excess Receipts over Payments		2,154.02		4,920.91
Balance of Account at Beginning of Year		27,817.32		22,896.41
Balance of Account at End of Year		<u>29,971.34</u>		<u>27,817.32</u>

Christian Aid Fund

<i>Receipts</i>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Gift Aided envelopes at restricted service	96.00		53.00	
Income tax recovered on Gift Aided donations	-		-	
Restricted service collections not Gift Aided	14.50		61.85	
		110.50		114.85
<i>Payments</i>				
Donation to Christian Aid	110.50		114.85	
		110.50		114.85
Balance		0.00		
<u>DEC East Africa</u>				
<i>Receipts</i>				
Harvest Supper collections	328.00			
		328.00		
<i>Payments</i>				
Donation to DEC East Africa appeal		328.00		
Balance		0.00		
Excess Receipts over Payments		-		-
Balance of Account at Beginning of Year		-		-
Balance of Account at End of Year		<u>-</u>		<u>-</u>

ST ANDREW'S CHURCH, KETTLEBURGH**FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2011****Restricted Funds Receipts and Payments Accounts (continued)**

<u>Children's Society Fund</u>	<u>2011</u>		<u>2010</u>	
<i>Receipts</i>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Gift Aided envelopes at restricted service	-		33.00	
Income tax recovered on Gift Aid	-		-	
Restricted service collections not Gift Aided	46.00		8.40	
Carol Singing	-		-	
		46.00		41.40
<i>Payments</i>		46.00		-
Excess Receipts over Payments		-		41.40
Balance of Account at Beginning of Year		-		-
Balance of Account at End of Year		-		-
<u>British Legion Fund</u>		<u>£</u>		<u>£</u>
<i>Receipts</i>				
Restricted service collection	35.30		182.41	-
		35.30		182.41
<i>Payments</i>		35.30		182.41
Excess Receipts over Payments		-		-
Balance of Account at Beginning of Year		-		-
Balance of Account at End of Year		-		-
<u>Donations from Quiz evenings</u>		<u>£</u>		<u>£</u>
<i>Receipts</i>				
Quiz fund raising	825.06		-	-
		825.06		-
<i>Payments</i>				
BBC Children in Need	383.86			
East Anglian Air Ambulance	441.20			
		825.06		-
Excess Receipts over Payments		-		-
Balance of Account at Beginning of Year		-		-
Balance of Account at End of Year		-		-
#		-		-

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH,
KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2011**

This report on the financial statements of the PCC for the year ended 31 December 2011, 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

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.

Signed _____

Mr Patrick Richie
12 Andrew Burtts Close
Framlingham
Woodbridge
IP13 9TD