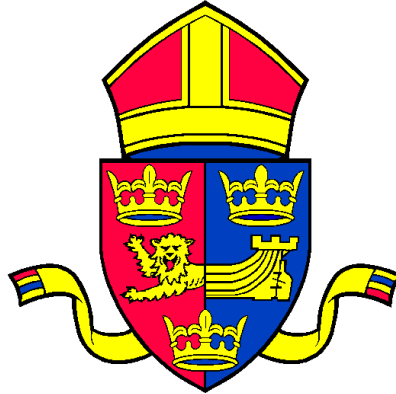


**The  
Diocese  
of  
St Edmundsbury and Ipswich**



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

**For the year ended 31 December 2012**

**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 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>	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 2013 APCM 2013

*Deanery Synod  
Representative:*

Mrs Valerie Upson\*

01/06/14

*Elected Members:*

Mr Patrick Ritchie (Treasurer)\*

APCM 2013

Mr Trevor Butcher

APCM 2013

Mr Bill Clark\*

APCM 2013

Mrs Dinah Reed (Secretary)\*

APCM 2013

## **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**

<b><u>Church Membership</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Electoral Roll – Resident:	29	27
Electoral Roll – Non-Resident:	9	9
Average Weekly Adult Attendance:	17	20
Average Weekly Young Persons Attendance:	0.25	0.25

## **SPIRITUAL LIFE OF THE CHURCH**

During 2012 the PCC met seven times and the standing committee once. Representatives also attended the two meetings of the greater benefice “getting to know our neighbours” and Robin Alderson and the lay elders of the lesser benefice met regularly to take part in a short act of worship, to plan future services and 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. Jackie was elected to the PCC to replace Liz Marzetti who had moved to Charsfield and took on the role of safeguarding officer previously held by Liz.

Two funeral services took place in the church and one baptism at which many children were present and Kettleburgh put forward one adult candidate at the deanery confirmation held in Brandeston church in October.

As in previous years a different type of service was held on each Sunday of the month and a quarterly service of matins was introduced. There was a slight increase in the average Sunday attendance of adults but the very low number of children and young people attending services has continued to cause concern.

The monthly choral evensong was greatly appreciated by congregations drawn from outside the parish as well as within it and the choir also sang at the festival services on Easter Eve, Harvest Thanksgiving, the Christmas Eve service of Nine Lessons and Carols and notably the special choral evensong in June, held to commemorate the diamond Jubilee of Queen Elizabeth II.

Five greater benefice services took place during the year, in January at Kettleburgh to celebrate Epiphany and subsequently at Easton, Campsea Ashe, Hacheston and Brandeston. On these occasions the Kettleburgh choir amalgamated with the choir of the Parham benefice and at Brandeston for Michaelmas was also augmented by Bill Gloyn and his friends. At this service the choir sang the introit “Invocation to Michael” composed by Robin Alderson’s sister Jane Carter. Informal refreshments after these services provided valuable time for social interaction, as did the Rogation Sunday tea in the marquee and, for our own parish, the harvest supper in the village hall.

A decision had been made to hold a greater benefice service on the first Sunday of every month starting in January 2013.

The seven parishes of the greater benefice also came together for the monthly bible study and the four Lenten addresses on the theme of “Come Holy Ghost our souls inspire”. In June there was a meeting at which members of all the parishes were encouraged to start planning for the future when the number of stipendiary clergy in the deanery is to be reduced and in November PCC members of the lesser benefice met to discuss which services in each of their churches it would be particularly important to retain when any changes take place. The deanery synod decided to reconvene its pastoral committee to look at various ways of ministering to parishes when the number of clergy is reduced.

Topics relayed to the PCC from deanery synod included a presentation on our link diocese of Kagera in Tanzania, Bishop Nigel’s initiative “Love So Amazing” to encourage giving in the diocese and the October synod was addressed by the new archdeacon of Suffolk the Venerable Ian Morgan who emphasised that he is passionate about mission and stated that our purpose is to tell the good news of Jesus. In August several people from our parish enjoyed the deanery ‘pilgrimage’ by coach to Canterbury Cathedral.

## **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. In this special year, the bells were rung to celebrate the Queen's Diamond Jubilee and were rung at 8.10 on the morning of the Opening Ceremony of the Olympic Games, as part of 'All the Bells', a project to have as many bells ringing at once across the United Kingdom. The bells have been checked and maintained; no major repair works have been required.

## **CHARITABLE GIVING**

### **a) Sierra Leone**

In our July meeting, the PCC's attention was drawn to an initiative by Christian Aid, to help reduce the devastating effect of malaria in Sierra Leone. The charity wanted Churches to commit to the raising of £500 by July 2013 to fund a worker, with bicycle, who would educate villages about malaria prevention and provide sleeping nets. The PCC readily agreed and the collections from Harvest Festival and the Harvest Supper were given to this cause. With added donations, £392.80 has already been raised.

### **b) Ipswich Umbrella Trust**

Following a talk to the Deanery Synod, it was decided to help the Ipswich Umbrella Trust to feed the homeless. It was 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.

### **c) Shoeboxes for Romania**

The Shoebox Appeal in 2012 resulted in twenty-one boxes being sent from Kettleburgh. This was the 21<sup>st</sup> year of the appeal and for the first time included a box for an elderly person. They are delivered by a dedicated team of volunteers to needy families in Romania, Moldova, Albania, Bulgaria and Ukraine. Items such as toothbrushes, pens and pencils, sweets, socks, gloves and toys are some of the things fitted into a shoebox, which is then wrapped in Christmas paper, before being sent on its journey. They are great fun to do and hopefully give great pleasure to those who open them at Christmas time.

### **d) Carol Singing**

A group of four singers met at the Village Hall at 6:00p.m on the Tuesday before Christmas to sing carols around the village. This number gradually increased to seven by the time we

reached The Chequers, where we also had some keyboard accompaniment. The sum of £100.49 was raised for The Children's Society. Thanks to all who took part or contributed.

## **FUND RAISING**

### **a) Church Quiz Evenings**

The Quiz evenings in Kettleburgh are always popular events and 2012 was no exception. Our first was held at the end of April, the proceeds of which were to go to the Church and the potential contribution to fund Kettleburgh's Jubilee Celebrations. All tables were booked, a hot supper enjoyed and £875.12 made. As no funding was required for the Jubilee, half of the total went to the East Anglian Air Ambulance and half to Church funds. Our second quiz was held on Children in Need night in November and £869.06 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.

### **b) Kettleburgh Village Fete**

Even though it took place just three weeks after the Diamond Jubilee celebrations, the fete on 23<sup>rd</sup> June once again drew people from near and far. All the planning, publicity and preparation made for a very happy occasion in the garden of The Chequers. The sum of £3035.31 was raised, shared equally between the St Andrew's Church and the Village Hall.

### **c) Suffolk Historic Churches Cycle Ride**

September 8<sup>th</sup> was a beautiful day, somewhat unusual for this summer. We only had three riders this year as several of our regulars were unable to take part. We had a keen band of recorders through the day and refreshments were provided for the thirsty cyclists. In all, £571 was raised, £285.50 for our Church. A good effort all round!

## **BUILDINGS AND CHURCHYARD**

### **a) Cleaning and Flower Rotas**

The regular weekly cleaning of the church building continued to be performed by a dedicated band of 21 volunteers. In March, a special cleaning morning was well attended and we all enjoyed attempts to rid nave ceiling of cobwebs! 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.

### **b) Fabric, Goods and Ornaments**

In February repairs to the nave windows were carried out in accordance with the Quinquennial inspection report and in October remedial work was needed after another area of the aisle floor in the nave was found to have sunk. Enquiries have been made into increasing the electrical supply into the church in order to install more heating which is inadequate in the chancel. All furnishings and ornaments are in good order.

**c) The plans for a toilet and storage**

The PCC has continued to be frustrated by the long delay in obtaining permission to carry out the proposed works to the church which include a small extension to house a toilet and floor levelling at the west end to improve disabled access. A few members of the Diocesan Advisory Committee have raised objections in spite of all the work being reversible if desired by future generations. The PCC feels it is important to make the church “user friendly” in the 21<sup>st</sup> century and not simply retain it as an ancient monument.

**D) The Churchyard**

**a) 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. An ash tree on the boundary with Churchside was deemed to be dangerous and was taken down.

**b) Maintenance**

In 2012 the Churchyard has been mown when necessary and we organised a morning to tidy the Churchyard in October to which a small band of helpers came. The advice of Suffolk Wildlife has been sought about making the churchyard a better habitat for wildlife and their recommendations are being followed. It has been noticed that several gravestones are leaning and the Warden is to organise a working party in 2013 to address the problem.

**POLICIES**

**a) 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.

**b) 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:**

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**Chairman**