

**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 2018

ADMINISTRATIVE INFORMATION:

<u>Church Address:</u>	Church Road, Kettleburgh Woodbridge IP13 7LF
<u>Priest in charge:</u>	Rev. Canon Graham Hedger
<u>Address:</u>	14 St Peters Close, Charsfield, Woodbridge, IP13 7RG
<u>Telephone:</u>	01473 737280 07388 117 656
<u>Banker:</u>	Barclays Bank PLC
<u>Address:</u>	Suffolk Coastal Group 4 Church Street Woodbridge IP12 1DJ
<u>Independent Examiner:</u>	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 Canon Graham Hedger	
<i>Lay Elder:</i>	Mrs Jackie Clark	
<i>Warden:</i>	Mr John Bater	APCM 2019
<i>Deanery Synod Representative:</i>	Vacancy	
<i>Elected Members:</i>	Mrs Anne Bater (Electoral Roll Officer)	APCM 2019
	Mr Paul Baker (Treasurer)	APCM 2019
	Mr Trevor Butcher	APCM 2019
	Mr Bill Clark (Vice Chairman)	APCM 2019
	Mrs Jackie Clark (Secretary)	APCM 2019
	Mrs Irene Dick	APCM 2019

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

Electoral Roll – Resident:

Electoral Roll – Non-Resident:

Average Weekly Adult Attendance:

Average Weekly Young Persons Attendance:

	<u>2018</u>	<u>2017</u>
Electoral Roll – Resident:	22	20
Electoral Roll – Non-Resident:	6	7
Average Weekly Adult Attendance:	12	15
Average Weekly Young Persons Attendance:	0	0

SPIRITUAL LIFE OF THE CHURCH

Annual Report: Report from Rev Graham Hedger, Priest in Charge

When as Stewardship Advisor, I started working on finance issues with the benefice back in the autumn of 2017 I knew that this was a good benefice. I also know that to create a benefice from two existing groups of churches takes hard work, prayer and vision. The fact that we are where we are today is testimony to that hard work put in by my predecessor, the Revd Deirdre West, the church wardens, elders and others. My thanks goes to all of them for making my return to full time parochial ministry so easy and joyful.

At the Annual Parochial Church Meeting I will give a fuller report on the life of the benefice and individual churches. However, in our written report I want to highlight a few things.

As a benefice we have much to celebrate:

- We have six, soon to be seven elders. They lead services, offer pastoral support to many people and are an immense support to me as we share ministry together.

- One of the first things that I noticed at my first service was the excellent benefice choir. Their hard work and commitment makes the Benefice Service on the first Sunday of the month so special and uplifting. Sadly, only about half of the total of our worshipping congregations come to Benefice Services, just think how good it would be if that service was a full church, month by month. Our worship could be even more uplifting.
- The diocese has invited churches to set out their objectives for mission and ministry within the framework of Growing in God. It is immensely heartening to see that many of the objectives set a couple of years ago have been achieved. This is important, because all too often in the busyness of dealing with ancient buildings and finance we can lose sight of what it is all about.
- The way that people support other parishes at special events and services is commendable and bodes well for the future.
- It is a joy to have seven sets of bells that can be rung. A big thank you to the tower captains and teams of ringers who support one another and enable villages to be reminded that the church is at prayer.
- During the year the treasurers, wardens and PCCs have worked hard to ensure that the commitment made to pay the Centenary Share in full was indeed achieved. This is very heartening. Thank you to everyone who made that possible.
- I am very grateful to the Revd Canon Deirdre Parmenter and the Revd Canon Richard Ginn for their hard work and support in taking services and offering pastoral support.

I thank everyone who has made a contribution to the life of our seven churches in the benefice. Whenever there are articles about the strength of the voluntary sector, they miss out the huge amount of work that people do in their local church. Whether you are an officeholder, serve on a committee, an organist, a bell ringer, church cleaner, flower arranger, magazine editor or deliverer or do any other the many tasks that go on in the church. Thank you. Your contribution is valued and appreciated.

It's a joy to walk into Kettleburgh church and see the new layout at the rear of the church. This hasn't happened overnight. Sadly, for a variety of reasons this has taken the best part of ten years. However, we now have a space at the back of the church around the font and level access which will benefit many. Thank you all who made that possible.

Small churches function well because there are people who are willing to do not just one thing but many things. I am especially grateful to John Bater as our only churchwarden; Jackie Clark who is both PCC secretary and also an elder, working not just in Kettleburgh but across the benefice; Bill Clark as vice chair of the PCC and Paul Baker who is treasurer to both Brandeston and Kettleburgh. Alongside them are others who serve on the PCC, assist with the church cleaning, flowers, magazine and many other tasks. Thank you for all you do.

I am grateful for the hard work and support of so many people who carry out many tasks which enable our church not merely to survive but flourish. During 2019 both as a PCC and as a benefice we will be seeking God so that we can indeed be 'flourishing congregations serving our communities'.

*Rev'd Canon Graham Hedger
Priest in Charge*

Children's Activities

Although 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 and other children's activities, such as the summer holiday club at Charsfield for primary age children.

Bells

During 2018 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 from Lancashire rang a peal in April, and there have been a couple of quarter peals rung during the year. On 11th November local ringers rang the bells half muffled for the 100th year anniversary of the end of WWI.

Persephone Booth, Tower Captain

FUND RAISING

Kettleburgh Village Fete

The annual fete on Saturday 9th 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.

Church Quiz Evenings

Two quizzes were held during the year, raising a total of £1186.40. This money was shared between Suffolk Family Carers, 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

Four cyclists took part in fundraising which realised £671.40 for the Suffolk Historic Churches Trust

Children's Society and Families in Need

£213.57 was collected in 19 individual's Children's Society Boxes, and the Christingle service raised a further £33. Christmas gifts from our Christingle service were taken to the Ipswich charity FIND (Families in Need).

Carol Singing

Carol singing accompanied by the Kettleleles took place in The Chequers this year instead of singing around the village. Ron and Debbie provided refreshments and a collection totalling £103.71 was sent to the East Anglian Children's Hospice.

Link to Hope Shoebox Appeal

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

BUILDINGS AND CHURCHYARD

The Plans for Reordering the Church

The first phase of our reordering project was completed in May. We now have a completely level access from the south porch into the nave, a flexible space around the font and a gentle slope leading towards the east end of the church.

The re-ordering was dedicated by the Archdeacon on Sunday 14 October.

An archaeological survey was completed as part of the work. Go to the Kettleburgh Village Website to read a copy.

The total cost of this part of project was just over £40,000. Over the many years that we have waited to get started we have built up a 'Fabric Fund'- a restricted fund which is used for keeping the church in good condition. The proceeds from many of our village fundraising events have helped to build up this fund. Some of this money will be used to pay for the work. We were also successful in obtaining grant funding from the following organisations for which we are most grateful: The Ganzoni Trust; The Mills Charity; Suffolk Historic Churches Trust; The Church of England Centenary Fund. Thanks are also due to a number of anonymous donors within the parish.

Plans are in hand to provide some new furniture at the back of the church.

The second phase will be to add some new doors to the south porch and to repair and open the door opposite our main entrance, in the north wall. The third part of this project is to provide accessible toilet and storage facilities.

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.

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, which is 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. St Andrew's now has a completely level access from the south porch into the nave.


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.

Approved by the Parochial Church Council on 14 April 2019
and signed on its behalf


..... (Vice Chairman)

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S CHURCH, KETTLEBURGH, FOR THE YEAR ENDED 31 DECEMBER 2018

This report on the financial statements of the PCC for the year ended 31 December 2018 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 3rd April 2019

Signed Persephone Booth

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

Treasurer's Report for the year ended 31st December 2018

Financial Report 2018

Unrestricted receipts in 2018 were £13037.46. This was a decrease of £294.55 on 2017.

There was an increase in Collections but falls in Gift Aid.

Tax recovered on Gift Aid and Fundraising. Unrestricted payments were £12137.09.

This was an increase of £12.49. The excess of unrestricted receipts over payments was £900.37.

Major works were carried out in 2018 totalling £35048.49.

Grants from various bodies and donations from the village came to £18899.32.

My thanks go to Jackie Clark for all her work in obtaining the grants.

ST. ANDREW'S CHURCH, KETTLEBURGH - YEAR ENDED 31ST DECEMBER 2018

Receipts and Payments

Receipts	2018			2017		
	Unrest	Rest	Totals	UnRest	Rest	Totals
GA Planned collections	5549.74			5904.23	500.00	6404.23
Collections - Other giving	1646.13			1162.26		1162.26
Special collections		278.00		0.00		0.00
Donations	32.41	819.00		108.79	819.00	927.79
Uncovenanted Giving & CAF	420.00			420.00		420.00
Tax recovered on Gift Aid	1774.60			1823.01		1823.01
Fund Raising	2757.75	696.91		2922.37	742.50	3664.87
Fees	725.00			861.00		861.00
Harvest supper	100.00			104.16		104.16
Interest	31.83	77.37		26.19	72.40	98.59
Magazines				0.00		0.00
Auto Jumble		1000.00			1000.00	1000.00
Major Works		18899.32				
Total receipts	13037.46	21770.60	34808.06	13332.01	3133.90	16465.91

Payments	2018			2017		
	Unrest	Rest	Totals	UnRest	Rest	Totals
Grants - Overseas						0.00
Grants - Home	100.00	103.71		100.00		100.00
Special collections paid		33.00		0.00		0.00
Diocesan Parish share	10000.00			9000.00		9000.00
Church expenses	1627.70			1971.55		1971.55
Clergy expenses	185.39			354.80		354.80
Major Works		35048.59			3381.48	3381.48
Church maintenance		1638.00		480.00		480.00
Cost of services	194.00			196.25		196.25
Administration			0.00			0.00
Fundraising expenses	30.00	593.20		10.00	732.50	742.50
Fees paid out				12.00		12.00
Total Payments	12137.09	37416.50	49553.59	12124.60	4113.98	16238.58
Excess of income over expenses	900.37	-15645.90	-14745.53	1207.41	-980.08	227.33

1.1.18 Opening balance	12970.55	31529.00	44499.55	11763.14	32509.08	44272.22
31.12.18 Closing balance	13870.92	15883.10	29754.02	12970.55	31529.00	44499.55

Statement of Funds	2018			2017		
General Funds - Unrest			13870.92			12970.55
Fabric Fund - Restr			15883.10			31529.00
Total Funds			29754.02			44499.55

Represented by:

Bardays current ac		14503.74				9358.47
CBF Deposit account		15250.28				35141.08
		29754.02				44499.55