

ST JAMES'S CHURCH, PICCADILLY

AGENDAS

Sunday 26th April 2015, 1.30pm

ANNUAL MEETING OF PARISHIONERS

1. Election of churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

1. Welcome and apologies for absence
2. Minutes of the APCM of 27th April 2014
3. Report of the Electoral Roll Officer
4. Report from the PCC Secretary
5. Report from PCC Honorary Treasurer
6. Annual Report & Financial Statements
7. Appointment of Auditors to the PCC
8. Churchwardens' Report
9. Report from the Deanery Synod
10. Election of new PCC Members
11. Planned Giving
12. Safeguarding Report
13. Rector's Report
14. Wren Project update
15. PCC Surgeries
16. Away Giving
17. Any Other Business
18. Reflection and Close



**ST JAMES'S CHURCH PICCADILLY
ANNUAL MEETING OF PARISHIONERS 26th APRIL 2015
ELECTION OF CHURCHWARDENS**

St James's PCC comprises:-

- twelve elected lay members,
- three elected Deanery Synod representatives,
- the Clergy of the Parish, and
- the two Churchwardens.

Churchwardens serve for a term of office of one year, and may normally serve for up to six consecutive years. This year, nominations have been received from Jo Hines and Steve Innes, as below. Whilst Jo has now completed six consecutive years as Churchwarden, the PCC recommends Jo's reappointment for a further one year term. The reasons for this are:

1. The next year is an important one for the PCC in terms of developing the vision for the site, and Jo has been a key member of the steering group. For this to be done well, we think that the team should be as stable as possible for this 12 month period.
2. Steve Innes was a new churchwarden for 2014-15 and this proposal will mean that the next churchwarden has a more experienced churchwarden to work alongside. It is good practice to "stagger" the terms of appointment.

In order to allow for Jo's reappointment, the following resolution is required and is recommended by the PCC:

St James's Church Piccadilly Annual Meeting of Parishioners resolves that for the year 2015-16, section 3 (CM s3) of the Church Warden's Measure 2001 does not apply with respect to the existing warden Joanna Hines.

The meeting is therefore also asked to approve the appointments of Jo Hines and Steve Innes as Churchwardens for 2015-16, as nominated below:

□



1. Jo Hines

Proposed by Jane Preest, Seconded by Leah Hoskin.

Personal Statement: I have been churchwarden for six years, and this should have been the final one. However, various projects that I've been involved in are at a critical stage of development and I am happy to stay on for an extra year in order to help achieve the best outcome, as the PCC have requested. Steve and I hope to appoint a deputy later in the year so the transition for the next churchwarden can be as smooth as possible

□



2. Steve Innes

Proposed by Meg Stewart, Seconded by Tomas Zvesper

Personal Statement: Dr. Stephen Innes is standing for election as churchwarden for the second year. He is a Programme Manager at the Council of Christians and Jews, and has previously taught philosophy of religion at King's College London. He has been involved in the St. James community for 6 years.



**ST JAMES'S CHURCH, PICCADILLY
MINUTES OF MEETING OF THE
ANNUAL MEETING OF PARISHIONERS
AND
ANNUAL PAROCHIAL CHURCH MEETING
27th APRIL 2014 at 1.30PM**

ANNUAL MEETING OF PARISHIONERS

1. Welcome

The meeting was chaired by the Reverend Lucy Winkett, who warmly welcomed everyone.

2. Election of Churchwardens

The Chair advised that Tony Sanchez had served for the maximum permitted six consecutive years as churchwarden. The meeting expressed heartfelt appreciation to Tony for his valuable service and contribution during this period.

The Chair introduced Steve Innes, who had agreed to stand as churchwarden. She also advised that as Jo Hines, who had also re-stood for election, had already served for five years (and if re-elected would be serving for her sixth and final year in accordance with Church rules), a new churchwarden would be needed from next year.

Copies of personal statements provided by Steve and Jo had been circulated, and nominations had been received as follows:

Jo Hines was proposed by Mary Jean and seconded by Laura Hamilton

Steve Innes was proposed by Robert Duirs and seconded by Lia Shimada.

Both were unanimously elected. On behalf of the Community, the Chair congratulated Jo and Steve on their appointments.

3. Close

ANNUAL PAROCHIAL CHURCH MEETING

The written reports referred to in these minutes had been displayed in the Church for three weeks prior to the APCM, and copies were provided to all attendees.

The meeting was attended by approximately 52 members of the electoral roll.

1. Apologies

Apologies had been received from Deborah Colvin, Richard and Ros Hall, Leah Hoskin and Wilson Wong.

2. Minutes of the APCM of 21st April 2013

The minutes were proposed as a true record by Mercédès Pavlicevic and were unanimously approved.

3. Report of the Electoral Roll Officer

The Chair introduced David Hamilton-Peters, the Parish Secretary and Electoral Roll Officer, and thanked him on behalf of the Community for his work during the year. David reported that there were now 143 people on the electoral roll, up from 130 at last year's APCM. Mercédès Pavlicevic highlighted that the total was not reflective of the number of regular attendees at St James's, and that the increase did not reflect the growth in the Community. Whilst noting that there were members who, for personal reasons, chose not to be on the electoral roll, the importance of the number on the roll in determining the number of Deanery Synod representatives was highlighted. It was therefore important for community members to show their commitment by joining the roll.

4. Report from the PCC Secretary

The Chair introduced Graham Cooper, PCC Secretary, and thanked him for his written report, which had been circulated, detailing membership of the PCC and summarising the business discussed at PCC meetings over the course of the year.

Mercédès Pavlicevic, as Lay Chair during the year, acknowledged that, whilst efforts had been made to provide regular communication with the Community on PCC activity (with a newsletter following each PCC meeting), there was scope for improvement, and she encouraged members of the Community to prompt the PCC whenever they considered it necessary. It was noted that copies of the newsletters are placed on the St James's website.

All members of the PCC present were requested to stand to be acknowledged, and they did so.

5. Report from the PCC Honorary Treasurer and

6. Annual Financial Report & Financial Statements for the year ended 31st December 2013

The Chair introduced Simon Stedman, Honorary Treasurer. A copy of his written report had been provided to the meeting, along with the Annual Report & Financial Statements for the year ended 31st December 2013. In introducing his report, Simon expressed thanks to Chris Rogers, Finance Manager, for his work throughout the year. Simon explained that the process of oversight of St James's finances included him holding monthly meetings with the Finance Manager and with the Chair, the Standing Committee reviewing the most recent management accounts at each of its meetings and the PCC reviewing the figures quarterly.

Simon brought members' attention to the major items of income and expenditure during the year and the variances from the previous year, as outlined in his report. He highlighted in particular the increase in Church Income to £111,467, which included income from Planned Giving. He explained that St James's was incredibly grateful to those members of the Community who give through the Planned Giving scheme, which provides a stream of income against which the PCC is able to plan in relation to ongoing financial commitments, most notably staff costs. He also explained that income and expenditure had almost exactly balanced during 2013, but that the start of 2014 had been more challenging, with income down slightly due to disruption caused by renovation work to the North Wall. He invited questions from members of the Community, either during the meeting or after.

A question was asked about the safety of St James's bank deposits, notably in light of some recent negative news about the Co-operative Bank. Simon explained that the banking had been moved to the Co-operative Bank as a consequence of ethical considerations, and that the recent news had therefore been particularly disappointing. He explained, however, that the previous operational account at Barclays was still held and that cash balances were managed to ensure that cash with the Co-operative Bank remained within the £85k covered by the Financial Services Compensation Scheme. Simon explained that there were difficulties in finding alternative ethical providers to meet St James's operational banking needs, as even providers such as Triodos and CAF Bank were reliant upon the major clearing banks to support their activities. The Chair advised that the PCC would continue to maintain oversight and review of the banking arrangements.

7. Appointment of Auditors to the PCC

Simon Stedman advised that the PCC had taken a decision to re-tender for St James's audit work during the year and had decided to appoint Mazars LLP, who had undertaken the year-end audit.

He explained that Mazars were experienced auditors of charities and that their fee was considerably lower than that of St James's' previous auditors. Simon formally proposed the appointment of Mazars and their reappointment for the next twelve months. This was seconded by Tom Cook and unanimously approved by the meeting.

8. Report on the fabric, goods and ornaments from the Churchwardens

A written copy of the Churchwardens' report had been provided. The report included an update in respect of the Church plate and other movable belongings, of which the Chair noted that the Churchwardens were the custodians. The Chair also highlighted the artistic and monetary value of the Church plate (some which had been on display at Easter) and advised that it was hoped that as part of the planned interior restoration of the Church, a means would be found of providing a more permanent display (the majority of the plate currently being stored in bank vault for security reasons). The possibility of selling a few pieces (a spoon, knife and fork) in order to fund the purchase of a secure display cabinet had been considered and the Archdeacon had been approached, but had advised that, given their provenance, these should be retained.

9. Annual Report from the Deanery Synod

The Chair referred the meeting to the Deanery Synod report, which had been circulated, and reminded members that SJP's Deanery Synod representatives during the year were Shirley Dixon, Leah Hoskin and Puck de Raadt. There being no questions, the Chair thanked Shirley, Leah and Puck, on behalf of the Community, for their service as Deanery Synod Representatives.

10. Election of new PCC members

The Chair advised that Roy Holland had reached the end of his current term of office and had decided not to seek re-election as a member of the PCC. The Chair expressed the gratitude of the Community to Roy for his valuable service and contribution.

The Chair also advised that Tom Cook had decided to step down as a member of the PCC. She explained that Tom had been a member of the PCC for the past thirteen years. For the latter part of this period, he had also served as Deputy Churchwarden and had served as the PCC's main link with Alternatives, of which he was a founding member. The Chair expressed the gratitude of the Community to Tom for his valuable service and contribution.

The Chair advised that, arising from three current members reaching the end of their terms of office and Tom standing down, there were four vacancies for PCC members for 2014-15. For these four vacancies, there were five nominations, and a ballot would therefore take place.

Written copies of the personal statements of all nominees had been provided to the meeting,

The five candidates nominated as PCC members were:

Maggie Butcher – Proposed by Kevin Hipgrave and seconded by Mercédès Pavlicevic

Penelope Douglas – Proposed by Jo Hines and seconded by Christopher Hope

Mercédès Pavlicevic – Proposed by Rob Hull and seconded by Peter Challen

Simon Stedman – Proposed by Debbie O'Brien

Anne Wheeler – Proposed by Tom Cook and seconded by Jane Preest

All candidates were asked to stand in order to make themselves known to the meeting, and they did so. Ballot papers had been provided to all members of the electoral roll present and members were asked to complete these by voting for four of the five candidates. The papers would then be collected and votes would be counted by the churchwardens and announced later in the meeting.

11. Election of Deanery Synod Representatives

The Chair advised that, determined by the number of people of the electoral roll, St James's was able to provide three Deanery Synod representatives, who by virtue of their appointment would also serve as members of the PCC. For the three vacancies, three nominations had been received, and no ballot was therefore required.

The three nominated candidates were:

Shirley Dixon – proposed by Keith Turton and seconded by Tony Sanchez

Leah Hoskin – proposed by Laura Hamilton and seconded by Anne Wheeler

Puck de Raadt – proposed by Trevor Lines and seconded by Richard Hall

The meeting unanimously approved these three appointments for a three-year term of office. The Chair congratulated Shirley, Leah and Puck on their appointments.

12. Planned Giving

Simon Stedman advised that there were now 83 members of the St James's community making contributions through Planned Giving. This was an increase from 81 members as at December 2012. He noted that the net increase was due to some members leaving the scheme and others joining. Simon also noted that during the year St James's had transferred its banking arrangements from Barclays to the Co-operative Bank, and it had recently come to light that some members' standing orders had not been transferred correctly. As a result, some contributions had inadvertently stopped. He urged all participants in the Planned Giving scheme to check that their standing order contributions were continuing to be made. It was suggested that an apology, and also possibly compensation, should be sought from the banks, for their errors.

The Chair advised that, as usual following the APCM, all members of the electoral roll would receive a letter. Members not currently participating in Planned Giving would be encouraged to do so and current participants would be encouraged to review the level of their contributions.

13. Safeguarding Report

The meeting received written copies of, and noted the contents of, the annual Safeguarding Report, provided by Jane Preest, Safeguarding Officer. There were no matters arising for discussion.

10(b) Election of new PCC members – Results of Ballot

The result of the election of PCC members was announced by the Chair, votes having been counted by the Churchwardens. Maggie Butcher, Penelope Douglas, Mercédès Pavlicevic and Simon Stedman were duly elected members of the PCC for a three-year term of office. The Chair congratulated Maggie, Penelope, Mercédès and Simon on their appointments.

14. Rector's Report

The Chair referred the meeting to her written report, copies of which had been provided. She advised that she considered it to be a huge privilege to have served as Rector at St James's, and to have been a part of its community, for a third year. This had been a very active year, with significant aspects being the Alternative Pilgrimage to the Holy Land and the huge amount of energy behind the Bethlehem Unwrapped Festival. The Chair advised that looking forward, there would be significant focus on reviewing the use various parts of the St James's site, approached in a manner that is rooted in the Community's core values.

Jo Hines expressed the Community's thanks to Lucy for her inspiration over the past year, and to the whole of the St James's clergy team.

15. Bethlehem Unwrapped de-brief

The Chair provided a verbal report on on-going developments following the Bethlehem Unwrapped Festival. She advised that a considerable amount of time and effort had been expended, not only over the period of the project at Christmas time, but also since then in dealing with the ongoing feedback and reaction. She advised that the project had evoked both a strong positive reaction and also, from some groups, sustained strong and vitriolic criticism. She advised that she and Jo Hines had held a number of further meetings with the Board of Deputies of British Jews, with which a meeting had taken place prior to the festival, but which had nevertheless issued a very strong negative statement. The Chair advised that the on-going dialogue had been fruitful in that it was hoped that this would lead to guidance being produced by the Church of England to help other churches that wish to advocate the rights of Palestinians and other groups in a responsible way. The Chair also advised that a meeting had been held with West London Synagogue and it was hoped that this would lead to collaboration and a joint celebration of two festivals.

Jo Hines advised that the further dialogues meant that it felt very much that the Bethlehem Unwrapped Festival was on-going. The Chair summarised by advising that one of the legacies would include learnings about how to continue to advocate responsibly as well as new relationships that had been formed and would continue to be nurtured.

16. Wren Building Project

The Chair provided a report on work of the PCC in relation to the Wren building. She advised that a steering group had been established to look at options for the future use of the building, although she also urged members to keep matters confidential for the time being so as not to disturb relations with the current tenants of the building.

The Chair advised that the steering group was considering a number of aspects regarding future use, including whether the building might be used for a café enterprise, possibly employing people who need a second chance in life, and how the use of the building links with the Church, garden and courtyard. She advised that Andrew Mawson Partnerships (AMP) had been engaged as consultants, working closely with the steering group and she introduced Lord Mawson and Donald Findley of AMP to the meeting.

Donald Findley provided an overview of the background and experience of AMP, advising that over a number of years they had worked with many churches on similar projects, and had also developed the Bromley-by-Bow Centre in East London. Donald explained that he and Lord Mawson had helped to guide the steering group through a fact-finding process, visiting a number of projects, many of which combined catering with church. It was intended that, having pulled together the research and further ideas, a decision on the way forward would be made during September, with a clear plan then in place by the end of the year.

Lord Mawson further explained that the role of AMP was to provide independent expertise in order to assist St James's in making informed decisions on the way forward. He also highlighted that, from meetings with a number of St James's neighbours, it was clear that St James's enjoyed good relationships with them and that there was considerable positive goodwill. Care should therefore be taken to use this goodwill positively in the process and to ensure that it is preserved and nurtured.

Questions were raised regarding the membership of the project steering group and the Chair explained that this had been decided by the PCC. She stressed, however, that the purpose of providing the briefing at this meeting was to encourage and provide an opportunity for all members of the St James's Community to provide their thoughts and ideas.

Members expressed views on the historic significance and value of the St James's site, and the need for care, and the Chair explained that professional advice from St James's inspecting architect would be part of the planning process. Concern was also expressed that changes could lead to people currently employed by the tenants of the Wren building losing their jobs, and the Chair explained that the steering group would be very mindful of this and other implications.

The Chair advised that contact details for Lord Mawson and Donald Findley would be made available, and she once again encouraged members to provide their thoughts and ideas.

17. Away Giving

Fiona Notman reminded members that each year SJP gives a proportion of its income to other communities, a process known as Away Giving. Feedback (some of which is displayed on the display boards in the Narthex) evidences that the projects that Away Giving supports often make a huge difference to their communities. Away Giving nomination forms were made available to the meeting and members were requested to ensure that all nominations are submitted prior to the 1st June deadline, as late requests were difficult to accommodate within the decision-making process by the PCC.

18. Any Other Business

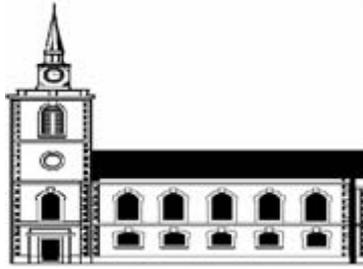
- a) **Winter shelter:** Mary Stewart and Debbie O'Brien explained that discussions would be taking place regarding the future organisation of the winter shelter and she encouraged members of the Community to involve themselves in those discussions. The Chair thanked Mary and Debbie for their considerable work on the winter shelter.
- b) **Sundays at Six:** Lindsay Meader advised that the Sundays at Six programme that had been discussed for some time was now moving forward. This would be a rolling monthly programme of services including a Eucharist, Creative Arts service, silent liturgy and choral evensong. Lindsay encouraged anyone wishing to become involved in helping to run the programme to get in touch with her.
- c) **Heating in the Church:** A question was raised regarding the temperature in the Church, as some members had found it to be cold during the winter. The Chair advised that the PCC had

decided, based on environmental considerations, that the heating should be set at 19 degrees, but had invited feedback. She advised if people continued to find the church to be too cold, they should feel welcome to provide such feedback to any member of the PCC.

19.Reflection and Close

Graham Cooper
PCC Secretary

Signed
Lucy Winkett, Chair



ST JAMES'S CHURCH PICCADILLY
APCM 26th APRIL 2015
ANNUAL REPORT FROM THE PCC SECRETARY

I have the privilege of providing the following PCC Secretary's report for 2014-15.

PCC MEMBERSHIP

The PCC currently comprises 12 Lay Members, three Deanery Synod representatives and two Churchwardens, all elected in accordance with Church Representation Rules, together with the Clergy of the parish. Members of the PCC during 2014/15 were:-

Clergy

The Revd Lucy Winkett
 The Revd Lindsay Meader
 The Revd Hugh Valentine

Churchwardens

Joanna Hines
 Steve Innes

Deanery Synod Representatives

Shirley Dixon
 Leah Hoskin
 Puck de Raadt

Lay members

Maggie Butcher
 Deborah Colvin
 Penelope Douglas
 Jane Gray
 Kevin Hipgrave
 Frank Kihere
 Fiona Notman
 Mercedes Pavlicevic (Lay Chair)
 Simon Stedman (Honorary Treasurer)
 Mary Stewart
 Meg Stewart
 Wilson Wong

PCC ACTIVITY

The PCC held eight formal meetings during 2014/15. The Standing Committee, to which the PCC delegates some responsibilities, also met regularly in advance of PCC meetings. Additionally, the PCC held an 'away-day' in July 2014.

PCC BUSINESS

The PCC aims to promote and encourage the life of the church, as part of the worldwide Anglican Communion, and is responsible for the management of the assets and finances of St James's. As St James's is a registered charity, the PCC members are also its trustees.

The PCC received regular reports throughout the year from the Concerts & Events Manager, Finance Manager, Head Verger, Health & Safety Committee, Market Manager and Site Manager. Notable matters that were the subject of discussion and/or decision by the PCC included, but were not exclusively, matters as detailed below. Further detail can be found in the PCC reports published regularly on the website.

Annual Review of 2014

APCM Planning and Electoral Roll Review

Archdeacon's Visitation November 2014

Away Giving

- Allocation of Away Giving funds for 2014

Banner use for participation in Gaza protest march

Bethlehem Unwrapped legacy issues

- Launch of Bethlehem Unwrapped Film
- Auction of sections of the Wall
- Ongoing dialogue with West London Synagogue and Board of Deputies of British Jews

Children and Young People arrangements at SJP

Concerts and Events

- Overall management of concert performances and events

'Shrinking the Footprint'

- Deciding on actions to manage SJP's energy emissions

Fairtrade

- Use of Fairtrade products by SJP
- Fairtrade Christmas stall

Financial management

- Regular monitoring and management of SJP's finances
- Banking arrangements
- Planned Giving administration
- Review of the financial outturn for 2014
- Common Fund Contribution for 2015
- Auditing of year-end Report & Accounts
- Setting the budget for 2015
- Fees for Occasional Offices for 2015
- Compensation arrangements for access for construction work on neighbouring building
- Arrangements for setting up an Audit Committee

Governance

- Election and induction of PCC officers

Health & Safety

- Oversight of Health & Safety matters, including receipt of regular updates from the Health & Safety Group
- PCC representation on Health & Safety Committee

Human Resources

- Site management staffing arrangements
- Concerts and Events staffing arrangements
- Staff leavers and recruitment
- General line management of the staff team and performance review process
- Staff Development Day September 2014
- Annual salary increase for staff
- Placement Students
- Consideration of taking on an apprentice
- HR Audit
- Volunteers policy

JustShare debates and events at SJP

Insurance arrangements

Investment Policy

Keeping Volunteering Voluntary

Liturgical matters

- Admission of Children to Holy Communion
- Arrangements for services, particularly Christmas, Easter and Patronal Festival, and co-ordination of volunteers
- Celebration of Sukkot/Harvest in partnership with the Board of Deputies of British Jews
- Receipt of minutes of Liturgy Group meetings and matters arising

Magazine

- Publication of '197 Piccadilly'

Market management

- Monitoring overall market performance.

Mental Health Liaison Priest for Westminster support

Newcomers' lunches

Notices on Sundays process review

Parish Weekend Away October 2014

PCC Liaison with Julian Group, Danced Liturgy Group, Caravan and Counselling Service, Greenspirit and Meditation Group

PCC Roles and Responsibilities

PCC communication with the SJP Community – including PCC surgeries

Risk Register

- Review of SJP's risk management.

Safeguarding

- Review of Safeguarding Policy and arrangements.

Site management

- Wren flat – matters relating to the tenancy
- Wren Project planning and Steering Group Terms of Reference [See below]
- North boundary wall repairs
- Hoist for Access WC
- Garden maintenance
- Market lighting
- Rectory security
- Garden hire, including London Adweek

Welcomers Process Review

Winter Nightshelter

STRATEGIC PLANNING

The PCC has also continued to take forward, and to monitor progress with, individual initiatives as set out in SJP's Strategic Plan 2012-2015. The approach to individual aspects of the plan varies, with the whole PCC, individual PCC members or the Clergy taking lead roles. When appropriate, the wider SJP community has also been engaged.

ARCHDEACON'S VISITATION

The Venerable Bill Jacob, Archdeacon of Charing Cross, was present at the PCC meeting on 3rd November 2014 as part of his triennial visitation. The Archdeacon had met earlier in the day with the churchwardens, treasurer, PCC secretary, Head Verger and Rector. As part of his visit, he examined the church registers, the inventory of property, financial and administrative arrangements, and he declared himself satisfied with all

aspects of the church's running. In the PCC meeting, he made suggestions including a focus on legacies for fundraising, establishing an audit committee, and forming a group of PCC, staff and congregation to do a review of safeguarding for vulnerable adults as well as for children. In his general remarks to the PCC, he commended St James's on its "bravery" in raising issues such as Bethlehem Unwrapped and the joint Sukkot/Harvest festival and affirmed this as "vital work" in the current climate. He reminded the PCC that St James's is, as a result of the ministry of its previous rectors Donald Reeves and Charles Hedley, a church with a strong reputation across the Anglican Communion, and that this was an important aspect to keep in mind as St James's develops in the future. He was presented with a small gift by the PCC to commemorate his retirement after 18 years as Archdeacon of Charing Cross.

WREN PROJECT

The PCC has continued to oversee the work of the Wren Project Steering Group. The Steering Group was formed to plan for the future use of the Wren building, including the potential to develop the café in a way that is true to the ethos and values of St James's. During the year, the Group has continued to work with Lord Mawson and Donald Findley of Andrew Mawson Partnerships, the consultants engaged to help develop our thinking. Following on from the briefing to last year's APCM, members of the SJP Community were involved by visiting different cafés around London and providing valuable feedback. A consultation meeting with the Community was held on Sunday 7th September.

In late September, members of the Steering Group attended a two and half day residential meeting, for which Ptolemy Dean, SJP's architect, joined for the final morning's discussion. In looking at the development of the Wren café, the Group came to the view that it made no sense to develop this in isolation, and that there was a need to have a vision for the whole site. Members of the Group discussed what it is they want people to see and feel as they enter the gates off Piccadilly. The vision that emerged included a café, a garden that is accessible, and a re-imagined use for the Wren building and the narthex area. Proposals were based upon the theological image of the banquet, to which all are invited which in turn was expressed in our weekly celebration of the Eucharist. Hospitality, inclusivity, beauty, justice and welcome were key principles behind the group's discussions.

Planning has continued, with an initial feasibility study for the site produced by Ptolemy Dean, SJP's architect, and a staff consultation was held on Saturday 28th February. A briefing to the Community on progress will be provided at the APCM.

PCC 'AWAY-DAY'

The PCC held an 'away-day' on Saturday 19th July 2014 at the Bromley-by-Bow centre, a community hub which Lord Mawson was instrumental in establishing. In addition to the Wren Project, items discussed included how SJP welcomes and involves children and young people, the newcomers welcoming process and the process for notices on Sunday.

ANNUAL REVIEW

Further detail on the activities of the PCC and the wider Community of St James's can also be found in the Annual Review 2014, copies of which will be available at the APCM.

Graham P. Cooper
PCC Secretary



ST JAMES'S CHURCH PICCADILLY

APCM 26th APRIL 2015

ANNUAL REPORT FROM THE PCC HONORARY TREASURER

The financial results of the Parochial Church Council (PCC) are presented in the Annual Financial Statements for 2014. These accounts show that:

- Church income from planned giving and collections rose by 7% from £111,467 during 2013 to £119,248 in 2014, including an increase of just over 7% in Planned Giving. Many thanks to those members of the community who give to St James' through the Planned Giving scheme. The proportion of staff salaries now covered by regular giving has increased from 63% to 65%. This figure is important, because it shows to what extent we can employ staff knowing that their salaries are covered by regular committed giving. My sincere thanks to Maggie Butcher who took over as Planned Giving coordinator during the year.
- In addition to our regular income we received a legacy of £15,116 during the year.
- Other income generated by our buildings rose by 3.7% during 2014, thanks in particular to an increase in concerts income, lettings from the basement rooms and the Wren flat, which was occupied throughout the year. Many thanks to Costas Benopoulos-Jones our market manager and the market traders, David McCleery who took over as our concerts manager during the year along with his team and the Vergers team who look after basement room bookings for the way in which their efforts support the community financially. The total financial contribution from 'trading activities' during the year was £409,024 (2013 - £392,907) and the PCC is reliant on this to cover the contribution the PCC makes to the Diocesan fund, maintaining the fabric of the church, and supporting the Ministry costs of the church's mission.
- On the expenditure side, the overall cost of running the ministry of the church rose during the year from £605,857 to £820,516, however almost all of this increase was due to the cost of replacing the Piccadilly Wall, and when this is excluded the cost of church activities rose 3.2%. Most categories of expenditure were in line with previous years, but the following should be noted:
 - Improvements in the way in which we communicate with those around us through the Friends diary and 197 Piccadilly have led to higher costs
 - Costs of running the Winter Night Shelter fell compared to last year, thanks mainly to so much being given by local businesses. At 31st December 2014 there was a surplus in the Winter Night Shelter fund of £17,292, and although some of this has been used during the winter months to run the Winter Night Shelter, there remained a significant surplus at the end of March 2015. Therefore alternative ways of using these funds to assist people who are homeless are being explored. In March 2015 a donation of £5,000 was made to the Westminster Night Shelter to enable them to provide micro loans to suitable clients who

need deposits for rooms or a flat. This is a new venture for the WNS and I will report in due course on how successful this has been.

- Expenditure on the garden has increased significantly compared to 2013. We are very fortunate to have Catherine Tidman working for the community, looking after our garden, and transforming it into such a beautiful and hospitable space. Much of the cost of the garden upkeep was covered by a grant during 2013, but when this ran out, the PCC decided to continue maintaining the garden to the same level.
- Overall the General Fund net surplus (income less expenditure) during the year was £8,674 (2013 - £3,719) before transfers between funds. In addition, the decision was made to close the asset replacement fund and transfer the balance of £12,432 into the General Fund. This fund was originally set up to replace the IT system within the church offices which has since been done. The General Fund therefore has risen from £242,062 to £263,650 for use in future years, a level that meets Charity Commission recommendations relating to financial prudence.
- The balance sheet shows that cash balances held during the year fell from £1,133,335 at the end of 2013 to £952,590 at the end of 2014, largely as the result of money being spent on the Piccadilly Wall that had been given during 2013.
- The 'bottom' of the balance sheet – showing how the available funds of the church are allocated – are organised according to Accounting Principles for Charity accounts into two types, 'Unrestricted Funds' and 'Restricted Funds'.
- 'Unrestricted Funds' – as the name suggests - represent assets that the PCC can use at its own discretion and are organised as follows:
 - General Purposes Fund is there for the day to day running of the church and during the year the balance on this fund increased from £242,062 to £263,650. This represents around 6 months worth of running costs for St James' and is in line with recommended practice for charities.
 - Winter Shelter fund – the money that is allocated towards maintaining the work of the Winter night shelter project. Any money that is specifically donated or raised for this work is included in this fund. At 31st December 2014, the balance of this fund stood at £17,292 (2013 - £8,576)
 - Designated Building Repairs Fund – as opposed to the 'Restricted Building Repairs fund' (see below), this is the pot of money that is allocated by the PCC towards larger restoration or repair projects of the church and surrounding buildings. After expenditure on the Piccadilly Wall during the year, the balance on this fund decreased from £121,803 to £34,700. The PCC consider that this is sufficient to cover any emergency repairs that may occur during the year, given that full restoration of the church is planned to commence in the near future.
- 'Restricted Funds' represent money that has been given to the PCC on the condition that it is used for specific purposes and these are organised in to the following funds:
 - Restricted Building Repairs Fund. This represents money that has been given in the past on the condition that it is used specifically towards building repairs and during the year the balance dropped from £91,288 to £205. Almost the whole of this fund was used during 2014 to pay for the work on the Piccadilly wall.
 - Church Restoration Fund represents all the money that has been given specifically towards the restoration of St James' less any expenditure directly attributable to this project. During the year £9,969 was raised and added to the fund and £48,219 was spent on the

preparatory work that is being done for the project. The balance therefore decreased during the year from £725,153 to £686,903.

- Organ Appeal Fund. This represents monies that have been given in the past specifically to pay for the restoration costs of the organ as and when the PCC is in a position to carry this out. There was no movement on the fund during the year.

The PCC runs its main banking activity with the Cooperative Bank, but for operational reasons continues to hold small balances with Barclays and HSBC. Banking arrangements continue to be the subject of much discussion in the PCC.

Finally, I would like to express my thanks to Chris Rogers, our Finance Manager, for the diligence and hard work he puts into looking after the finances day-to-day of St James's Piccadilly with such cheerfulness.

Simon Stedman BA Hons ACA, PCC Honorary Treasurer

ST JAMES'S CHURCH, PICCADILLY

PAROCHIAL CHURCH COUNCIL

Annual financial report and accounts

for the year ended

31st December 2014

Charity Number 1133048

**St James Church, Piccadilly
Parochial Church Council
Legal and Administrative Information**

Status:	The PCC is a registered charity, number 1133048
Governing Document:	The Church Representation Rules and The PCC Power Measure
Operational address:	St James's Church Piccadilly 197 Piccadilly London W1J 9LL
Bankers:	The Co-operative Bank 80 Cornhill London EC3V 3NJ Barclays Bank plc Pall Mall Corporate Group 50 Pall Mall London SW1A 1QA HSBC Bank plc 69 Pall Mall London SW1Y 5EY
Solicitor:	Winkworth Sherwood LLP Minerva House 5 Montague Close London SE1 9BB
Independent Auditor:	Mazars LLP Times House Throwley Way Sutton Surrey SM1 4JQ

St James's Church, Piccadilly

Parochial Church Council

Annual Report for the Year Ended 31st December 2014

The Parochial Church Council

The Parochial Church Council, formerly excepted from registration, registered with the Charity Commission as of 1st December 2009, presents its report for the year ended 31st December 2014, which complies with the current statutory requirements and should be read in conjunction with the PCC Annual Report. The members of the Parochial Church Council, who are trustees of the charity, during the year were:

The Reverend Lucy Winkett	(Clergy, Rector)
The Reverend Lindsay Meader	(Clergy)
The Reverend Hugh Valentine	(Clergy)
Joanna Hines	(Churchwarden, re-elected April 2014)
Steve Innes	(Churchwarden, elected April 2014)
Tony Sanchez	(Churchwarden, until April 2014)
Leah Hoskin	(Deanery Synod representative, re-elected April 2014)
Puck de Raadt	(Deanery Synod representative, re-elected April 2014)
Shirley Dixon	(Deanery Synod representative, re-elected April 2014)
Maggie Butcher	(re-elected April 2014)
Deborah Colvin	(elected April 2012)
Penelope Douglas	(elected April 2014)
Jane Gray	(elected April 2012)
Kevin Hipgrave	(elected April 2013)
Roy Holland	(until April 2014)
Frank Kihere	(re-elected April 2012)
Fiona Notman	(re-elected April 2012)
Mercedes Pavlicevic	(Lay Chairperson, re-elected April 2014)
Simon Stedman	(Honorary Treasurer, elected April 2014)
Mary Stewart	(elected April 2012)
Meg Stewart	(elected April 2013)
Wilson Wong	(re-elected April 2013)

The following attends PCC meetings, but is not a trustee of the charity:

Graham Cooper (PCC Secretary, appointed October 2011)

The PCC advises new members of their responsibilities, and representatives are invited to attend training sessions arranged by the Diocese of London to keep them up to date with their responsibilities. Standing Committee members receive copies of Charity Governance. Professionals are invited to advise at PCC meetings.

Structure, Governance and Management

The Parish of St James's Piccadilly is a parish within the Church of England as defined by canon law. Individual parishes within the Church of England do not have a separate constitution. They work within the framework of Church of England ecclesiastical law.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC consists of twelve elected members, three Deanery Synod representatives, two Churchwardens, clergy, and a co-opted member. The method of appointment of PCC members is set out in the Church Representation Rules.

The Parochial Church Council has reviewed the operational and financial risks faced by the organisation and is satisfied that appropriate procedures and controls are in place to mitigate the impact of those risks.

The management of the various church activities is carried out by the clergy and a paid staff including the vergers, parish secretary, finance manager, site manager, market manager, and concert manager.

St James's Church, Piccadilly
Parochial Church Council
Annual Report for the Year Ended 31st December 2014 (continued)

Objectives and Activities

The objective of the PCC is to promote and encourage the life of the church, as part of the worldwide Anglican Communion, and as the parish of St James's in Piccadilly. By consulting with the parish on pastoral, social, ecumenical and common life it provides focus for the church community as it plans for the future. The PCC generates funding for the ongoing commitments of the church, and employs staff to manage and maintain its seven days a week ministry. It is responsible for safeguarding the assets of the church and generates income by voluntary collections, donations, organising concerts, running a market, leasing space for a café, flat and fire escape. In addition, it is undertaking an appeal for funds to restore the church building.

The strategic plan formulated in 2012 was continuously reviewed, together with the action plan. A new strategic plan will be consulted on during 2015. Work with Andrew Mawson consultants continued, expanding to include feasibility studies for the Rectory as well as the old Vestry building. A comprehensive whole-site plan will be produced as a result.

The incumbent and PCC continue to take account of the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of religion.

Achievements and performance

The church's regular Sunday attendance has increased this year, and planned giving has increased too. The church is committed to an inclusive ethos and during this year embarked on projects in conjunction with Jewish partners as a joint celebration of Harvest and Sukkoth. The weekday ministry of the church continues, with the building being open to visitors from all faiths and none each day. A busy programme of concerts, debates, lectures and teaching programmes ensures that the number of people using the church on a daily basis is high; and the variety of people very wide.

The church's income streams have held up in continuing challenging circumstances and the market stalls and concert programme continue to generate the bulk of funds for salaries and running costs. All separate projects are budgeted for independently.

Fund raising will not start until the comprehensive site plan has been formulated and appropriate consultations have been held, although regular ongoing fund raising continues to supplement the church's running costs.

Reserves Policy

Monies are set aside for specific purposes into restricted and designated funds. The purpose of holding a reserve as the General Purposes Fund is to enable the Church to cope with variations in its cash flow and to provide a fund of money if its income drops unexpectedly.

Currently the Church receives income from its services, charitable activities, and the use of its premises for letting out, a market and for concerts. There are expenses relating to these activities and the net income is taken into the General Purposes Fund.

It has been considered that a reasonable amount to be held in the General Purposes Fund is at least £ 220,000, which equates approximately to four months of expenditure, and meets Charity Commission recommendations.

Free reserves as defined by the Charity Commission amounted to £ 211,685 at the Balance Sheet date. The PCC continues to make efforts to increase free reserves in line with the stated policy.

Results for the year

The results for 2014 record that:

- The total of all funds have fallen by £ 202,010 from £ 1,210,582 to £ 1,008,572.
- There is an overall deficit of £ 202,010 on all Funds compared to a surplus of £ 540,226 in 2013.
- There is a deficit of unrestricted income over unrestricted expenditure of £ 72,677; General Funds a surplus of £ 21,588, and Designated Funds a deficit of £ 94,265. The surplus in 2013 was £ 81,523.
- There is a deficit of £ 129,333 in the Restricted Funds for the year. The surplus in 2013 was £ 8,562.

The market has again provided the main source of income of £ 331,241, which is slightly less than the previous year's figure of £339,468.

Total Concert income has risen to £ 135,647 from £ 126,023 in 2014.

Total Church Income including service collections, donations and visitor giving has decreased from 2013. A planned giving campaign had been carried out to encourage more regular giving, and these donations have increased by some 8%. The tax reclaimed under Gift Aid has also increased.

The licensing of parts of the Church property (fire escape access, Caffè Nero and the Wren flat above it) produced a steady income stream.

The running costs of St James's are very high and the Church endeavours to achieve the maximum income from all its activities. The Diocesan Common Fund contribution rose from £ 88,200 in 2013 to £ 92,638 in 2014. All expenses are scrutinised and kept as low as possible, in line with the Church's system of budgetary control.

St James's Church, Piccadilly
Parochial Church Council
Annual Report for the Year Ended 31st December 2014 (continued)

Results for the year (continued)

The PCC's funds are reviewed regularly throughout the year. The Balance Sheet shows that most of the assets are held in a deposit account with the CBF Church of England Deposit Fund. At the end of 2014 the PCC held £ 315,642 in Unrestricted Funds of which £ 263,650 were held in the General Purposes Fund in accordance with the Reserves Policy. The remaining £ 51,992 of the unrestricted funds was held in the designated funds; £ 17,292 in the Winter Shelter Fund and £ 34,700 in the Designated Building Repairs Fund. It had been decided that the Asset Replacement Fund was no longer required and the balance of £ 12,432 was transferred to the General Purposes Fund.

Restricted Funds were £ 692,930 against £ 822,263 in 2013. These include £ 686,903 for Church Restoration, £ 205 for Restricted Building Repairs, and £ 5,822 in the Organ Appeal Fund.

Related Parties

Transactions with any related party are on an "arm's length" basis. Details of any transactions, either directly or indirectly involving members of the PCC are given in Note 14 to the Financial Statements.

Risk Management

The PCC, which has the ultimate responsibility for managing any risks faced by the Church, has given consideration to the major risks to which it is exposed and has concluded that adequate systems are in place to manage these risks. It is recognised that systems can provide only reasonable but not absolute assurance that major risks have been managed.

Statement of the Parochial Church Council's financial responsibilities

Law applicable to charities in England and Wales and guidance issued by the Central Board of Finance of the Church of England require the members of the Parochial Church Council to prepare financial statements which give a true and fair view of the Parochial Church Council's activities during the year.

In preparing financial statements giving a true and fair view, the members of the Parochial Church Council should follow best practice and:

- i) select suitable accounting policies and then apply them consistently;
- ii) make judgments and estimates that are reasonable and prudent;
- iii) state whether the Church guidance, applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue in operation.

The Members of the Parochial Church Council are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Parochial Church Council and enable them to ensure that their financial statements comply with the Church Accounting Regulations 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

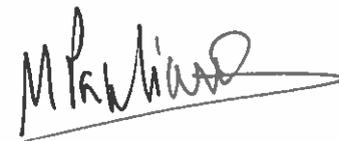
Auditor

The Auditor, Mazars LLP was appointed during the year and has indicated its willingness to be re-appointed. A resolution proposing its re-appointment will be put to the Annual Parochial Church Meeting.



The Reverend Lucy Winkett
Incumbent

For and on behalf of the Parochial Church Council on 13th April 2015.



Dr Mercedes Pavlicevic
Lay Chairperson

Independent Auditors' Report to the Members of St. James's Church, Piccadilly Parochial Church Council

We have audited the financial statements of St James's Church, Piccadilly, for the year ended 31 December 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with regulations in accordance with Chapter 3 of Part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinion we have formed.

Respective Responsibilities of Trustees and Auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of financial statements which provide a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the Parochial Church Council's affairs as at 31 December 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Mazars LLP
Chartered Accountants and Registered Auditors

Times House
Throwley Way
Sutton
Surrey
SM1 4JQ

Date:

St James Church, Piccadilly
Parochial Church Council
Statement of Financial Activities
For the year ended 31st December 2014

	Notes	Unrestricted		Restricted Funds	Total 2014	Total 2013
		General Funds	Designated Funds			
		£	£	£	£	£
Income and Expenditure						
Incoming Resources						
<i>Incoming resources from generated funds</i>						
Voluntary income	2a	186,456	13,493	3,499	203,448	748,375
Activities for generating funds	2b	-	-	3,042	3,042	1,428
Income from investments	2c	1,839	-	3,428	5,267	6,001
Income from the use of premises	2d	652,768	-	-	652,768	629,654
<i>Incoming resources from charitable activities</i>						
Church activities	2e	7,809	-	-	7,809	8,195
Total Incoming Resources		848,872	13,493	9,969	872,334	1,393,653
Resources Expended						
<i>Costs of generating funds</i>						
Cost of generating voluntary income	3b	-	-	628	628	810
Costs of generating funds from the use of premises	3c	238,394	-	-	238,394	231,397
<i>Cost of charitable activities</i>						
Church activities	3a	586,516	95,326	138,674	820,516	605,857
<i>Governance Costs</i>	3d	15,288	-	-	15,288	16,310
Total Resources Expended		840,198	95,326	139,302	1,074,826	854,374
Net Incoming/(Outgoing) resources before other recognised gains and losses		8,674	(81,833)	(129,333)	(202,492)	539,279
Transfer between Funds		12,432	(12,432)	-	-	-
Gain on investments - unrealised	5	482	-	-	482	947
Net Movement in Funds		21,588	(94,265)	(129,333)	(202,010)	540,226
Total funds brought forward		242,062	146,257	822,263	1,210,582	670,356
Total funds carried forward		263,650	51,992	692,930	1,008,572	1,210,582

All the Church's activities are derived from continuing activities.

The Church has no recognised gains and losses other than those shown above.

**St James Church, Piccadilly
Parochial Church Council
Balance Sheet as at 31st December 2014**

	Notes	2014		2013	
		£	£	£	£
FIXED ASSETS					
Tangible assets	4		42,431		66,267
Investments	5		<u>9,534</u>		<u>9,052</u>
			51,965		75,319
CURRENT ASSETS					
Trade debtors		24,863		35,897	
Other debtors		12,083		9,918	
Tax recoverable		6,616		9,954	
Prepayments		10,388		15,036	
Cash Deposit Accounts		820,942		882,721	
Cash at bank and in hand		<u>131,648</u>		<u>250,614</u>	
		<u>1,006,540</u>		<u>1,204,140</u>	
CURRENT LIABILITIES					
Trade creditors		22,542		14,815	
Other creditors		2,099		3,202	
Accruals and Deferred Income		<u>25,292</u>		<u>50,860</u>	
		<u>49,933</u>		<u>68,877</u>	
NET CURRENT ASSETS			<u>956,607</u>		<u>1,135,263</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,008,572</u>		<u>1,210,582</u>
NET ASSETS			<u><u>1,008,572</u></u>		<u><u>1,210,582</u></u>
Unrestricted income funds:					
General purpose fund		263,650		242,062	
Designated funds		<u>51,992</u>		<u>146,257</u>	
			315,642		388,319
Restricted funds:					
Restricted income funds					
Building repair fund		205		91,288	
Church restoration fund		686,903		725,153	
Organ appeal fund		<u>5,822</u>		<u>5,822</u>	
			<u>692,930</u>		<u>822,263</u>
			<u><u>1,008,572</u></u>		<u><u>1,210,582</u></u>

Approved and authorised for issue by the Parochial Church Council on 13th April 2015.



 Honorary Treasurer
 Simon C Stedman



 Incumbent
 The Reverend Lucy Winkett

**St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31st December 2014**

1 Accounting Policies

(i) Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice for accounting and reporting by charities (SORP) 2005.

These financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

(ii) Land and buildings

The Church and the site on which the Rectory and offices sit are consecrated and are excluded from accountability under S.10(2) of the Charities Act 2011. Maintenance and improvement costs are written off in the year in which they are incurred.

(iii) Incoming resources

Income is recognised when the PCC is legally entitled to the income. Planned giving, collections and donations are recognised when received. Indirect giving: tax refunds are recognised as soon as the amounts are claimable. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Investment income: dividends are accounted for when received; interest and tax recoverable are accrued. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on a proportionate basis.

All income and gains falling within Section 466-493 Corporation Taxes Act 2010 and Section 256 of Taxation of Chargeable Gains Act 1992 are exempt from corporation tax to the extent that they are applied to the entity's charitable objectives.

(iv) Outgoing resources

Payments to the Common Fund are paid regularly and are included in expenditure for the year to which they relate. Grants from unrestricted funds (including donations to missions) are recognised when determined by the PCC. Amounts received specifically for missions are dealt with as restricted funds and the liability for payment is recognised when the amounts are received. All other expenditure is generally recognised when it is incurred.

Costs of generating funds are those costs incurred in attracting voluntary income.

Charitable activities include expenditure associated with the day-to-day management of the Church and include both the direct costs and support costs relating to these activities.

Governance costs include those incurred in the governance of the PCC and its assets and are primarily associated with constitutional and statutory requirements. Governance costs comprise all costs involving the public accountability of the PCC and its compliance with regulation and good practice. These costs include the audit fee.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

(v) Fund accounting

General purposes funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

Designated Funds are sums of unrestricted money set aside by the PCC for specific purposes.

Restricted Funds are sums of money held for particular purposes and can only be spent on those purposes.

(vi) Fixed Assets and Depreciation

Fixtures, fittings and equipment are now depreciated in equal annual instalments over a period of four years. Items of a capital nature are reviewed for their purpose and are capitalised where they are considered to provide an ongoing use to the PCC.

The Rector and Churchwardens hold on special trust for the PCC silver and plate gifted to the church for ecclesiastical use. They date from the 17th Century and therefore, there is insufficient cost information available. Due to the unique nature of these assets and their historic association with worship at the church over hundreds of years, conventional valuation techniques are not applicable and therefore they have not been valued in the financial statements. The valuables, silver and plate, over 50 individual items in total, are listed in the church's inventory and are regarded by law as inalienable assets for which the PCC would require a faculty for disposal. There have been no significant additions or disposals from the collection during the year. Most of the items are kept in the bank or at a museum, and the total value for insurance purposes is now £ 725,500.

(vii) Investments

Investments are included in the balance sheet at market value.

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

1 Accounting Policies (continued)

(viii) Operating leases

Rentals payable under operating leases are charged to resources expended on a straight line basis over the period of the lease.

(ix) Pension scheme

The church has offered to contribute to employees' personal pension plans at a rate of 4% of salaries. Currently this has only been taken up by five employees. The contributions made are charged to the SOFA in the year to which they relate.

2 Incoming resources	Unrestricted			Total 2014	Funds 2013
	General Funds	Designated Funds	Restricted Funds		
	£	£	£	£	£
2a Voluntary income					
Planned giving:					
Gift aid - stewardship	63,203	-	-	63,203	58,403
Tax recoverable	20,157	-	-	20,157	19,190
Church collections	35,888	-	-	35,888	33,874
Collection boxes, sundry donations	39,209	-	3,499	42,708	153,093
Trusts	7,230	-	-	7,230	7,500
Legacies	15,116	-	-	15,116	459,475
Cards 4 Good Causes	5,653	-	-	5,653	5,653
Winter Shelter Project	-	13,493	-	13,493	11,187
	<u>186,456</u>	<u>13,493</u>	<u>3,499</u>	<u>203,448</u>	<u>748,375</u>
2b Activities for generating funds					
Sale of Christmas Cards	-	-	40	40	113
Christmas puddings	-	-	1,692	1,692	1,315
Concert	-	-	1,310	1,310	-
	<u>-</u>	<u>-</u>	<u>3,042</u>	<u>3,042</u>	<u>1,428</u>
2c Income from investments:					
Interest	1,484	-	3,428	4,912	5,646
Dividends	355	-	-	355	355
	<u>1,839</u>	<u>-</u>	<u>3,428</u>	<u>5,267</u>	<u>6,001</u>
2d Income from use of premises					
Market rents	331,241	-	-	331,241	339,468
Café	76,500	-	-	76,500	76,500
Concerts	135,647	-	-	135,647	126,023
Church, church hall & rectory	71,778	-	-	71,778	60,213
Wren flat licence	32,252	-	-	32,252	22,100
Fire escape licence	5,350	-	-	5,350	5,350
	<u>652,768</u>	<u>-</u>	<u>-</u>	<u>652,768</u>	<u>629,654</u>
2e Income from church activities					
Publications	260	-	-	260	350
Fees	7,549	-	-	7,549	7,845
	<u>7,809</u>	<u>-</u>	<u>-</u>	<u>7,809</u>	<u>8,195</u>
TOTAL INCOMING RESOURCES	<u>848,872</u>	<u>13,493</u>	<u>9,969</u>	<u>872,334</u>	<u>1,393,653</u>

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

3 Analysis of resources expended

	Unrestricted			Total 2014 £	Funds 2013 £
	General Funds £	Designated Funds £	Restricted Funds £		
3a Church activities					
<i>Grants (note 9)</i>					
Away-giving	14,150	-	-	14,150	18,800
	<u>14,150</u>	<u>-</u>	<u>-</u>	<u>14,150</u>	<u>18,800</u>
<i>Ministry</i>					
Common fund	92,638	-	-	92,638	88,200
Clergy expenses	601	-	-	601	330
Other ministry	55,831	-	-	55,831	51,919
Organist and choir costs	8,110	-	-	8,110	8,045
Salary of the animateur	7,779	-	-	7,779	7,380
Altar requisites	14,298	-	-	14,298	13,199
Officers, volunteers, visitors and staff expenses	5,293	-	-	5,293	6,069
Friends diary and other publications	25,388	-	-	25,388	19,658
Social events	3,486	-	-	3,486	2,823
Winter Shelter Project	-	4,777	-	4,777	7,976
Other events, and children's activities	936	-	-	936	922
Salaries	182,582	-	-	182,582	177,172
Pension contributions	4,604	-	-	4,604	4,296
Telephone	6,267	-	-	6,267	5,532
Printing and stationary	14,907	-	-	14,907	12,623
Legal and professional fees	(2,933)	-	-	(2,933)	14,664
Advertising	1,584	-	-	1,584	498
Depreciation	31,283	-	-	31,283	29,630
Bank charges	5,481	-	-	5,481	4,945
Sundry expenses	4,798	-	-	4,798	5,393
Cleaning	7,266	-	-	7,266	7,119
Repairs and maintenance	30,321	-	-	30,321	30,512
Garden maintenance	17,776	-	-	17,776	4,373
Computer and Equipment expenses	8,725	3,446	-	12,171	8,542
Utilities	19,945	-	-	19,945	23,934
Insurance	23,775	-	-	23,775	24,853
Payroll and accountancy services	1,625	-	-	1,625	1,673
	<u>572,366</u>	<u>8,223</u>	<u>-</u>	<u>580,589</u>	<u>562,280</u>
<i>Projects</i>					
Renovation project	-	-	47,591	47,591	2,339
Building Repairs	-	87,103	91,083	178,186	22,438
	<u>-</u>	<u>87,103</u>	<u>138,674</u>	<u>225,777</u>	<u>24,777</u>
TOTAL	<u><u>586,516</u></u>	<u><u>95,326</u></u>	<u><u>138,674</u></u>	<u><u>820,516</u></u>	<u><u>605,857</u></u>
3b Generation of voluntary income					
Christmas puddings and cards	-	-	628	628	810
TOTAL	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>628</u></u>	<u><u>628</u></u>	<u><u>810</u></u>

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

	Unrestricted			Total 2014 £	Funds 2013 £
	General Funds £	Designated Funds £	Restricted Funds £		
3c Costs of generating funds from					
Market	152,773	-	-	152,773	157,161
Café	1,440	-	-	1,440	1,420
Concert	67,880	-	-	67,880	55,343
Basement	13,547	-	-	13,547	12,313
Wren flat	2,754	-	-	2,754	5,160
TOTAL	238,394	-	-	238,394	231,397
3d Governance costs					
PCC Meetings	529	-	-	529	463
PCC Secretary	8,498	-	-	8,498	8,341
Printing annual report	81	-	-	81	1,506
Auditors	6,180	-	-	6,180	6,000
TOTAL	15,288	-	-	15,288	16,310
TOTAL RESOURCES EXPENDED	840,198	95,326	139,302	1,074,826	854,374

4 Fixed assets

	Fixtures, fittings & Equipment £
Cost:	
At 1st January 2014	254,846
Additions	7,447
At 31 December 2014	262,293
Depreciation:	
At 1st January 2014	188,579
Charge for the year	31,283
At 31 December 2014	219,862
Net book value:	
At 31st December 2014	42,431
At 31st December 2013	66,267

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

5 Investments

	Accumulated Fund	Legacy Fund	Total
	£	£	£
Market value at 1st January 2014	7,150	1,902	9,052
Unrealised gains on revaluation	<u>381</u>	<u>101</u>	<u>482</u>
Market value at 31st December 2014	<u><u>7,531</u></u>	<u><u>2,003</u></u>	<u><u>9,534</u></u>

The investments are managed by The Central Board of Finance of the Church of England. The cost is as follows:

	2014 £	2013 £
The Central Board of Finance of the Church of England: Investment Fund		
150 shares (Legacy fund)	141	141
564 shares (Accumulated fund)	<u>562</u>	<u>562</u>
	<u><u>703</u></u>	<u><u>703</u></u>

The market values of the investments are as quoted by The Central Board of Finance of the Church of England

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

6 Analysis of net assets by fund

	Unrestricted Funds		Restricted Funds			Total £
	General purposes £	Designated funds £	Building repairs £	Church restoration £	Organ Appeal £	
Fixed assets	51,965	-	-	-	-	51,965
Current assets	261,618	51,992	205	686,903	5,822	1,006,540
Total liabilities	(49,933)	-	-	-	-	(49,933)
	<u>263,650</u>	<u>51,992</u>	<u>205</u>	<u>686,903</u>	<u>5,822</u>	<u>1,008,572</u>

The Designated Funds represent sums which have been set aside out of unrestricted funds by the Parochial Church Council to fund special projects and ministries. Funds received for the Winter Night Shelter Fund have been set aside into a separate fund. It had been decided that the Asset Replacement Fund was no longer required and the balance of £ 12,432 was transferred to the General Purposes Fund. The Designated Funds at 31st December 2014 comprised:

	2014	2013
Designated Funds		
Asset Replacement Fund	£ -	£ 15,878
Winter Shelter Fund	17,292	8,576
Building Repair Fund	34,700	121,803
	<u>51,992</u>	<u>146,257</u>

The Restricted Funds comprised:

The Buildings Repairs Fund which comprises funds specifically gifted for the upkeep of the buildings.
The Church Restoration Fund which was set up in 2001 from a donation from the Garfield Weston Foundation, for the restoration of the church.
The Organ Appeal Fund which was established in 1982 to provide for repair and renovation costs of the organ.

	2014	2013
	£	£
	205	91,288
	686,903	725,153
	5,822	5,822
	<u>692,930</u>	<u>822,263</u>

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

7 Reconciliation of movement in funds

	Unrestricted Funds				Restricted Funds			Total
	General purposes	Asset Replacement	Winter Shelter	Designated Building repairs	Restricted Building repairs	Church restoration	Organ Appeal	
	£	£	£	£	£	£	£	
Brought forward	242,062	15,878	8,576	121,803	91,288	725,153	5,822	1,210,582
Income	848,872	-	13,493	-	-	9,969	-	872,334
Expenditure	(840,199)	(3,446)	(4,777)	(87,103)	(91,083)	(48,219)	-	(1,074,826)
Unrealised profit on investments	482	-	-	-	-	-	-	482
Transfer between funds	12,432	(12,432)	-	-	-	-	-	-
Carried forward	263,650	-	17,292	34,700	205	686,903	5,822	1,008,572

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

8 Income from café licence

The Parochial Church Council has a licence agreement with Caffè Nero for the use of the former church room as a café.

9 Grants

Away-giving

2% of total unrestricted income net of Stewardship and income from the Wren Flat is given away in grants. Applications are invited from the church community at the annual Church Parochial Meeting. The PCC appoints a small committee to review the applications. Applications need to show a clear relationship between the church and the project and information about how the money is to be used. Projects we support need to fit within our mission statement. The PCC makes the final decision.

The away-giving represents the following grants made by the PCC:

	2014	2013
	£	£
Shelter from the Storm	2,000	2,000
Westminster Arts	500	2,000
Five Talents	500	1,500
Kanaama Interactive Community	500	650
Puck de Raadt (member of the PCC) – Work with Asylum Seekers	2,400	2,400
Grace Bible Church	500	600
Paul's Cancer Support Centre	750	1,500
Spitalfields Crypt Trust	1,000	650
Project for the Registration of children as British Citizens	1,500	500
Circles UK	1,000	-
Changing Attitude	500	-
Tofta Educational Trust	1,000	-
Three 2 Six	1,000	-
Children and Families Across Borders	500	-
London Churches Refugee Fund	500	-
The Refugee Council	-	1,500
Volunteers for Mental Health	-	650
Music for Life Project	-	650
Soho Parish School	-	1,500
Mimosa Women's Support Group	-	650
Alternatives to Violence	-	650
Rethink Mental Illness	-	650
Coram Family	-	500
Somerset Wheelchair Club	-	250
	<u>14,150</u>	<u>18,800</u>

10 Staff costs

	2014	2013
	£	£
Wages and salaries	267,274	254,689
Employer's national insurance contributions	21,534	20,959
Pension costs	4,604	4,296
	<u>293,412</u>	<u>279,944</u>

St James Church, Piccadilly
Parochial Church Council
Notes to the Accounts
For the year ended 31 December 2014 (Continued)

10 Staff costs (continued)		2014	2013
		£	£
Analysed as follows:			
Activities directly related to the work of the church	- Animateur	7,779	7,380
	- Verger's fee	2,086	1,770
Church management and administration	- Admin	196,085	188,596
Cost of generating funds	- Concert	46,814	42,492
	- Market	32,150	31,365
Governance costs	- PCC Secretary	8,498	8,341
		<u>293,412</u>	<u>279,944</u>
Average number of employees		<u>15</u>	<u>15</u>
No employee earned more than £60,000 in either year.			

11 Auditors remuneration		2014	2013
		£	£
Audit		<u>6,180</u>	<u>6,000</u>

12 Commitments under operating leases

At 31st December 2014 the Parochial Church Council had an annual commitment under a non-cancellable operating lease in respect of a photocopier as follows:

	2014	2013
	£	£
Expiry date: 2 - 5 years	<u>864</u>	<u>864</u>

13 Transactions involving Parochial Church Council Members

During the year the following payments were made to members:

	2014	2013	2014	2013
	Number	Number	£	£
Clergy accommodation and other expenses	<u>3</u>	<u>2</u>	<u>19,102</u>	<u>15,839</u>

Alternatives, a private limited company, made payments of £200 per week for its use of the church (2013 £200) , and paid rent of £525 per month for a small basement office (2013 £500). Tom Cook, a director of Alternatives is also a member of the PCC.

Jane Gray, a member of the PCC, has carried out advisory work on human resources matters for the church. The total charged during the year was £1,525 (2013 £425).

Puck de Raadt receives funds for her work with asylum seekers as detailed in Note 9.

All transactions involving elected members of the PCC are dealt with on an "arm's length" basis and the individual PCC members concerned do not derive any personal benefit from such transactions.

14 Contingent liabilities

There were no contingent liabilities at either balance sheet date.

15 Indemnity insurance

The Parochial Church Council has taken out indemnity insurance for its members with Ecclesiastical Insurance Group plc. This is included in the PCC's Commercial Combined Policy of £26,814 (2013 - £26,418).



ST JAMES'S CHURCH PICCADILLY

APCM 26TH APRIL 2015

ANNUAL REPORT FROM THE CHURCHWARDENS

In many ways, this year has been one of managing our many responsibilities. So whether it is attending meetings, looking after staff, sitting on interview panels, being present at services, counting collections, or answering correspondence, many aspects of our work has a routine and familiarity to carrying out the various tasks.

However, this is not to say that there we were not involved in any new initiatives! There were two main initiatives in which we were directly involved. The first was the reform of the notices during the 11am Sunday Eucharist. Although we have many wonderful and articulate notice-givers who provide important information about life at St. James's and various social action initiatives, we felt that there was a need to curb the giving of notices into smaller tidbits. We have also placed more emphasis on providing information in the notice sheet and on our excellent website. In the few months since we began we have already noticed a big difference and are very appreciative of the support and cooperation of the community.

The second initiative has been reform, still ongoing, of our methods for welcoming new people to St. James's. One of the major highlights has been the introduction of newcomers receptions. After many years of promising to invite new people to the ever-elusive "party", we finally decided it was time to finally back up our promises with action! Thanks to our brilliant catering team of Stephen Rey and Pete Smith, we have had two very well-attended receptions with great food and great chat. And several who have come to these receptions are now regularly involved in the life of the community. In the coming months we will seek to incorporate the sidespersons as part of a larger welcoming team, and we are looking at modifying the current green card that visitors fill out when they come to St. James's for the first time.

As many of you know, this year is going to be an important one for the community, as we will be involved in making several important decisions with regard to the site redevelopment. It is both an exciting and daunting task, and we covet your prayers and good wishes as we go forward. St. James's is a wonderful place to be a churchwarden, and we are both looking forward to continuing our work in the year ahead.

Steve Innes and Jo Hines

Churchwardens

WESTMINSTER (ST MARGARET) DEANERY SYNOD **Triennium 2014 - 2017**

A report for the Annual Parochial Church Meeting of St James's Piccadilly

Last year's APCMs saw the election of members to the Deanery Synod for the current triennium. At its first meeting at the Temple on 17th June 2014 the following were elected to serve as the officers of the synod/members of the Standing Committee alongside the **Area Dean**, the Rev'd Philip Chester (St Matthew's Westminster):

- **Lay Chair:** David Richards (St Mary's, Bourne Street)
- **Treasurer:** Raymond Prentice (St Mary's, Bourne Street)
- **Secretary:** Margery Roberts (St Mary le Strand)
- **Chair of Education Committee:** The Rev'd John Hicks (St Stephen's, Rochester Row)
- **Clerical:** The Rev'd Matthew Catterick (St Saviour's, Pimlico); The Rev'd Simon Grigg (St Paul's, Covent Garden)
- **Lay:** Margaret McVeigh* (St Michael's, Chester Square); Richard Carter (St Peter's, Eaton Square).

The Treasurer gave a report on the finances of the deanery, with particular reference to the work which is undertaken to support the maintenance of our church schools. The meeting was followed by a **garden party** held in the Master's Garden.

Synod met again on 14th October 2014 at St Matthew's, Westminster at which reports were received on:

- Deanery news – including updates on clerical changes
- Education – a report from the Chair of the Education Committee on the work of our church schools
- Deanery Finance
- The National Deaneries Conference – a bi-annual event
- Diocesan Governance – by David Roberts (St Mary le Strand), Chair of the Diocesan Audit Committee

On Shrove Tuesday, many members of Synod were present for the **farewell service** for the Venerable Dr William Jacob, Archdeacon of Charing Cross, which was held at St James', Sussex Gardens. Dr Jacob's retirement, and the appointment of the three Area Deans in Westminster (of St Margaret, St Marylebone, and Paddington) as acting archdeacons for their deaneries, meant that plans to hold a Greater Synod meeting of the three deaneries were deferred, and our Deanery Synod is meeting next on 21st April at St Saviour's, Pimlico when the Rev'd Lord Griffiths of Burry Port will be speaking on the subject *Keeping Faith in Politics* as the General Election approaches. Members of synod who are unable to make this meeting have been asked to invite a member of their congregation to attend in their place.

Members of the Deanery Synod from our parish: Shirley Dixon, Leah Hoskin and Puck de Raadt



ST JAMES'S CHURCH PICCADILLY
APCM 26th APRIL 2015
SAFEGUARDING REPORT

The PCC and the Safeguarding Officer have particular responsibilities, but making sure everyone is safe is a commitment that all members of our community share.

The new PCC will revise our existing Safeguarding Policy in line with the recent updated Diocesan Guidelines.

In his recent visit the Archdeacon recommended that we ensure that staff at St James's who deal with vulnerable people regularly are adequately recruited and safeguards in place. Our Human Resources Officer consulted with the Diocese and an action plan is being developed by a working group of PCC members.

The PCC appoints the Safeguarding Officer and also the Children's Champion. Appointing a new Children's Champion will be among the first tasks of the new PCC.

I report to the PCC, usually with a list of things for their consideration, every year, but it is very important to remember that ensuring that all children and vulnerable adults in our community are safe is the responsibility of us all.

Jane Preest, Safeguarding Officer



ST JAMES'S CHURCH PICCADILLY
APCM 26th APRIL 2015
ANNUAL REPORT FROM THE RECTOR

Thousands of people walk past our gates, come into our courtyard, and into the church each week of the year, and our level of activity in terms of services, debates, concerts and partnerships is increasing. For our church community, this year has been one of deepening partnerships with other faiths and with our neighbours here in Piccadilly. We have continued to work with Jewish and Muslim groups, getting to know one another better and finding ways to work together on matters of mutual concern. A highlight for us was the 10-day collaboration in a joint celebration of the Christian festival of Harvest and the Jewish festival of Sukkot, which saw not only an all-night soup kitchen in our courtyard and an amazing sukkah (booth) built in our garden but a fascinating and challenging session with the Trussell Trust, who run food banks across the UK, and a debate on environmental issues with Voltaire Alferez, environmental campaigner from the Philippines, and the Chair of the government's Energy and Climate Change committee in the UK, Tim Yeo MP. We also hosted a remarkable event with Dr Rowan Williams, Master of Magdalene College Cambridge, who discussed with a large audience of Muslim teenagers issues of public trust in politics and civic society. Relationships were also forged with City Circle, an organisation which holds discussions and debates of concern to London's Muslims. Our Night Shelter ran for a third year, we forged new partnerships with neighbours who hired our garden, including delegates from the ad industry in March, and our involvement in the Living Wage campaign stepped up during the year too through London Citizens.

At the centre of all this political, social and entrepreneurial engagement is a simple sacramental act of sharing bread and wine in remembrance of Christ and in anticipation of the just and peaceful future promised by God. At the Eucharist, celebrated here four or five times every week and principally at 11 o'clock on Sundays, we pray for one another, for the world around us, and we stake ourselves on the belief that injustice, cruelty, violence and abuse of power is overcome by the self-emptying of God into the hurly-burly of human affairs. Without this prayerful underpinning, our activity can end up being vacuous or hectic. But without our worldly engagement, our prayers can become detached and passionless. We use the same sanctuary for our Eucharist, for lunch for all comers on Christmas Day, for our rough sleepers to sleep in over the winter and for our all-night vigil on Easter Eve. In our sanctuary, prayers are said, music is played, people dance and sing and are fed. It's a cliché to say it, but it is worth repeating in a world that categorises and separates humanity on the grounds of religion, ethnicity, sexuality and any number of other boundaries drawn around who we are: everyone is welcome here whatever your background, history or culture. Everyone.

The Reverend Lucy Winkett