

**ANNUAL MEETING OF PARISHIONERS
and
ANNUAL PAROCHIAL CHURCH MEETING**

Sunday 18 May 2025 at 12.30pm

In person and by Zoom



ST JAMES'S PICCADILLY

ANNUAL MEETING OF PARISHIONERS

Sunday 18 May 2025 at 12.30pm


1. Welcome and apologies for absence:
2. Minutes of the Annual Meeting of Parishioners of 12 May 2024
3. Election of Churchwardens. No ballot needed as there were only two nominations and both Dee Hetherington and Claire Wright are to be declared as elected.
4. Close



**DRAFT/MINUTES OF THE
ANNUAL MEETING OF PARISHIONERS
Sunday 12 May 2024 at 1pm in person and by Zoom**

1. Welcome by the Rector Revd Lucy Winkett who chaired. Apologies for absence received from: Ben Mariam, Sarah Gillett, Catherine Gregory, Kevin Hipgrave, Anna Lakshmi Sabapathy, Maggie Butcher, Fiona Markey.
2. Minutes of the Annual Meeting of Parishioners of 14 May 2023 were received and approved.
3. Election of Churchwardens. No ballot needed as there were only two nominations and both Dee Hetherington and Claire Wright were declared as elected.
4. Close

Keith Best TD MA
PCC Secretary

Signed 
Lucy Winkett, Chair

ST JAMES'S PICCADILLY



ANNUAL PAROCHIAL CHURCH MEETING

Sunday 18 May 2025

Meeting to start immediately following
the Annual Meeting of Parishioners
which is to be held at 1pm in person and by Zoom

1. Welcome and apologies for absence
2. Minutes of the APCM of 12 May 2024
3. Rector's Report
4. Review of 2024-25 (Slide Presentation)
5. Report of the Electoral Roll Officer – (verbal report)
6. Report from the PCC Secretary
7. Report from PCC Honorary Treasurer
8. Annual Report & Financial Statements to 31 December 2024
9. Re-appointment of Auditors: Goodman Jones LLP
29/30 Fitzroy Square, London, W1T 6LQ
10. Churchwardens' Report
11. Annual Fabric Report under section 50 of the Ecclesiastical Jurisdiction
and Care of Churches Measure 2018
12. Deanery Synod Representatives' Report
13. Election of PCC members
14. Safeguarding Report
15. Presentation on Net Zero and its achievement at SJP
16. EDI report
17. Any Other Business
18. Reflection and Close

**DRAFT/MINUTES OF MEETING OF THE
ANNUAL PAROCHIAL CHURCH MEETING
HELD ON SUNDAY 12 MAY 2024 at 1.10pm**

IN PERSON & BY ZOOM

The Rector Revd Lucy Winkett opened the meeting and said prayers.

1. Apologies. As above. The Rector asked for any further nominations for the PCC and, there being none, declared that nominations were closed. The Rector announced that there had been received the same number of nominations as vacancies for the PCC and declared, following a show of hands in approval, that Sarah Gillett, Anna Lakshmi Sabapathy and Rachel Sumption were elected for a period of three years. The Rector thanked the outgoing members of the PCC, Helen-Claire Burt, Jackie Elton and Ben Mariam for their service and made a small presentation to those present. The PCC Secretary undertook to post the statements of the newly elected PCC members.
2. Minutes of the APCM of May 2023 were approved.
3. The Rector referred to SJP's commitment to silence every morning and on other occasions as well as after the sermon on Sunday service and that we must not compromise of this as it is at the heart of what we do. The Rector asked for comments on the report. Roy observed that he wanted St Bart's in London to be included in the prayers but we were praying for St Bart's New York. Christopher was concerned that SJP remained strongly inclusive, despite the backlash received after the drag events as reported. The Rector responded that there had to be a postponement of a second proposed event as this was part of the Diocesan process but that SJP is committed to the conversation continuing; this year's Pride will see SJP supporting drag artists, LGBTQI etc with no softening of SJP commitment as part of the LGBTQ+ community or issues. SJP is a member of both HeartEdge initiated by St Martin-in-the-Fields and Inclusive Church. The Rector's Report and Associate Rector's Report were accepted.
5. The PCC Secretary then showed a pictorial presentation of the events and significant occurrences in the previous church year with a piano accompaniment by the Director of Music Dr Michael Haslam.
6. Report of the Electoral Roll Officer. The Administrator (David Hamilton-Peters) reported that a year ago the electoral roll was 238 and it is now 261 (an addition of 23). It was confirmed that the clergy are not eligible to be on the electoral roll. The Rector gave a vote of thanks to the Administrator for all his varied duties.
6. Report of the PCC Secretary was accepted.
7. The report from the Honorary Treasurer in his absence was presented by the Rector and questions were invited. Rachel asked about the Audit & Finance (Risk) Committee and the Rector explained that there are two independent members Andrew Caspari (Chair) and Martin Hornbuckle and that the PCC representative is Ros Fane.
8. The adoption of the 2023 Annual Report & Accounts was proposed by David Hamilton-Peters and seconded by Jo Hines and was agreed nem con.
9. Re-appointment of Auditors. Proposed by Ben Mariam and seconded by Jo Hines the meeting agreed to the re-appointment of Goodman Jones as auditors.
11. The Church Wardens' report was accepted.

12. Annual Fabric Report was accepted.
13. Deanery Synod Representatives' Report was received.
15. Safeguarding Report was accepted. The Associate Rector thanked the Safeguarding Team of Charley Matthews, Graeme Jones and Jane Gray.
16. Any Other Business. There was none.
17. The meeting closed with prayers at 14.00.

Keith Best TD MA
PCC Secretary

Signed 
Lucy Winkett, Chair

Keith Best
PCC Secretary
14/05/2024

3. Rector's Report

Review of the year 2024

Our Vision: Rooted in God's earth, we envision a just society and a creative, open-hearted church.

Our Values: Contemplation, Courage, Action, Adventure, Kindness

The heart of our life: prayer, peace and liturgy

In 2024, the core purpose of St James's; being open for prayer seven days a week, and gathering people for worship, contemplation, silence and music, was at the heart of our life. Congregation, staff, clergy, planning and financial resources were dedicated to this work and it is the first priority of the PCC.

Silence

St James's has a long commitment to silent prayer and contemplation open to all led by lay leaders, and sometimes by clergy: Holding the Silence is offered online twice a week and once a month on a Sunday in person. 30 minutes of silent prayer is held every Tuesday at 6pm before 'Sanctuary'. The Julian Group meets fortnightly on a Thursday in the Rectory for 45 minutes silent prayer. Every morning, 10 minutes of silence is kept after the Scripture readings at Morning Prayer. Deep Abiding Prayer is held regularly online as is Contemplative Space during Advent and Lent. Eco-contemplative Liturgies are held in the garden monthly.

The Sunday gathering around the altar remains at the heart of our life, vision, prayer and work. The 'Sanctuary' Eucharist, planned and led by congregation members, giving opportunities for speaking, leading and hospitality on Tuesday evenings, has developed its own character, providing a contemplative, imaginative space for prayer, music, reflective leadership from the congregation and always great food! This service moved to St Pancras during Advent and the team who coordinate the service have decided that it should remain there for a further period in 2025, (originally it was held there because of the South Door work), now also as a way of working

closely with St Pancras and supporting the church there. The Wednesday morning and Thursday lunchtime Eucharists offer opportunities for those who work or live close by.

Alongside this, a lively programme of art, music, conversation, along with the now-established food market, partnership with Redemption Roasters and counselling project ensured St James's maintained its outward-looking focus in the second year of the three year PCC strategy.

Work continued in preparation for the Wren Project construction phase. This involved the continuing capital campaign fundraising, and in 2024 included three attendant projects: Wren Project design work, St Pancras preparation project, National Lottery Heritage Development Phase (now known as the Heritage Fund). These projects were led by project managers funded by the Heritage Fund or the Diocese of London, and this project work was overseen by St James's COO Nick Thasarathar. This work was all focussed on supporting St James's preparation for the potential construction phase of the Wren Project starting in 2027 (timing and scope depends on funding).

Wider context of church and society in 2024

2024 was also a year of relative turmoil in the leadership of the Church of England, and a turbulent year for the London Diocese, with the twin concerns of safeguarding and development of the 'Living in Love and Faith' process resulting in the resignation of the Archbishop of Canterbury and the challenge from neighbouring parishes to the existing pastoral systems and finances of the Church. This, combined with a society still recovering from the social and financial disruption of the pandemic, and a public discourse increasingly populist and divisive, formed the backdrop to St James's strategic focus on earth justice, social justice and support of people in the asylum system.

In the context of strategy, it's important to state that much of the impact of St James's is impossible to measure, and that this reality is recognised and honoured. Much of the core work of St James's is the work of the Spirit, long term community building, following a vision we pray is close to the eternal purposes of God. However, it is important that the PCC's strategy asks that the work of the church is measured somehow with figures, KPIs (Key Performance Indicators) and stories. In this second year of the three year strategy, of note during the year was an increase in attendance at Sunday and weekday worship, the enormous combined effort by congregation, staff, volunteers and partners involved in the RHS Chelsea Flower Show in May, the doubling of the number of people supported as part of the International Group, the re-casting of the food outreach projects serving our parish, innovative work with artists and musicians and a programme of events and gatherings encouraging individuals and companies to support the vision and work of St James's. Much was learned from the first year of the strategy and the PCC and Senior Management Team proved themselves to be responsive to what remains a challenging and volatile environment for churches and charities.

St James's Strategy 2023-26

St James's is a parish church with a geographical area to pray for in central London and a series of gathered congregations during the week and on Sundays. The number of people who feel that they belong to St James's is large and varied, with sometimes complementary, and sometimes seemingly competing wants, needs and ideas. The drawing up of a strategy 2023-26 has been an attempt to provide focus and structure to the life of St James's, recognising that not everything can happen at once. Sitting underneath this strategy is a budget and a business plan. These organising documents may not sit comfortably with everyone's idea of what church is, which is understandable, but with a community and programme of this size, and as a registered charity (as all parish churches are), these organising documents are essential for the good governance of the church. Monthly detailed dashboard reporting is done from the staff team, led by the COO,

with live links available to all members of the PCC at all times. This ensures a high degree of embedded accountability and transparency in what remains a relatively small but complex organisation. Updates to the whole congregation either on the ongoing meetings of the PCC or specifically on progress with the Wren Project were held throughout 2024 on Sundays, open to all with opportunity for Q and A and small group discussion at each.

The strategy's structure is around five key 'missions' that relate to the Church of England's Marks of Mission. These are all set out in the annual report. The APCM might want to take note of some of the notable activities of 2024: in response to Mission One, 'Rooted', our aim is to "encourage environmentally innovative thinking, spirituality and behaviours". In May 2024, a national BBC radio service written by the Earth Justice group was broadcast, following an innovative series of online conversations entitled 'Changing our Minds', and another busy programme of activities led by the Earth Justice Group through the year. The RHS Chelsea Flower Show communications report provided evidence that the story of St James's and its message of creativity, heritage and future-thinking encapsulated in the garden 'Imagine the world to be different' reached c 350 million people worldwide during 2024, addressing St James's ambition to be a "provocateur for good" in contexts outside the church institution. The RHS Chelsea Flower Show project was an enormous effort in terms of time, energy and focus for congregation, staff and clergy alike and was the main activity alongside St James's regular services and groups, for the first half of the year.

In Mission 4, 'Transformed', significant pledges were received for the Wren Project during 2024, indicating that good progress is being made towards the goal of achieving match funding to secure the Heritage Fund Delivery Phase grant, the application for which will be submitted during 2025. This is by no means certain however, and work is focussed and continuing on achieving this aim by the team charged to do this. For a relatively small church to raise £20m from a standing start in 2022 was always a big challenge. Good progress is being made and the PCC see detailed forecasts at each meeting, taking decisions at each awayday based on the reporting matrixes set up for the monitoring of progress. The independent Audit and Finance (Risk) Committee also scrutinise both ongoing finances and Wren Project fundraising at each of their meetings also. Independent GDPR consultants were commissioned during 2024 to support the fundraising function, strengthening the infrastructure to support their work.

In Programmes 1 and 2, a Season of Listening was held in the autumn on 2024 specifically for the gathered Sunday congregation, and an EDI survey was held too. The Heritage Fund ran two surveys and earlier in the year a survey focussed on the views and needs of those with a variety of disabilities was held. Listening to and amplifying the voice of the gathered Eucharistic congregation is a key objective of the strategy, while maintaining our outward-focus on people who do not know they can belong or that church might be for them.

St James's has many groups led by the congregation for the congregation, and in 2024 these continued to meet and gather for learning, activity, training and support. A special mention must go to the Pride of St James's group whose efforts to make thousands of people welcome on the day of the Pride March in 2024 was a step change from what had happened before and in itself was monumental and inspiring. Enormous thanks must go to all those who lead this work.

At the last count, 180 different people are actively engaged in St James's work, leading services, projects, groups and giving time, love and energy to make this community what it is. A huge thank you to each and every person, whether part of the Sunday congregation or not. Just some of these coordinators and leaders are: our pastoral care coordinator Petra Griffiths, our intercessor, reader and server team leaders Maggie, Rob and Kevin, weekday welcomers and coffee Dee, our Young St James's coordinators Cameron, Alex, Maddy, Felix, Anna, Bea, our Pride of St James's group coordinators Kate, Kevin, Jules, Audrey, Elijah, the Camino Companions group facilitators Tracy, Andrea, Audrey Trevor, Zoe, the Programmes 1 and 2

strategy group; Tchansia, Sonia, Wilson, Petra, Max, Joanna, Jules, Cameron, Dee and Claire, the incredible commitment of Kevin and all who serve our guests at Feast and Breakfast Club, all our International Group, our hospitality hub leaders Debbie, Fiona, Claire, the important ongoing work done by our safeguarding team Charley, Mimi, and with thanks to Graeme for his work on this during 2024, our Children's Champion Frith, fairtrade Trevor and Jen, walking boots Rob and Ros, Earth Justice work led by Deborah, Penelope, Petra, Zoe, Diane and Sara with many others. There are so many others who build community together as part of St James's: thank you to each person: these are just some of the people who are involved.

A special and heartfelt thanks to our churchwardens Claire, Dee, assistant wardens Tchansia, Sarah and Jen, our Lay Vice Chair Ros and Honorary Treasurer Audrey - and every member of the PCC who gives so much energy, time and love to leading St James's into the future.

Great thanks to our staff team, for whom St James's is a place of work. Their commitment and energy goes way beyond their paid hours, and their contribution is essential and inspiring as they work to implement the priorities of the PCC strategy, and prepare St James's for the Wren Project construction at the same time. I would also like to thank the clergy team, who inspire me every day with their commitment, humour and insight into the movement of the Spirit in our own day.

Special Services

A number of weddings, blessings, funerals and memorial services are held through the year led by St James's clergy, who meet with families and groups to get to know one another and prepare. Requests for memorial services are usually accepted, especially if the person being remembered had a connection with the parish in some way or the church in particular. Couples can be married at St James's if they live in the parish or, more commonly, if they attend church for 6 months and become listed on the electoral roll. Other special services that were held during 2024 included the Baltic States memorial service, still an incredibly moving service in the light of the Russian invasion of Ukraine; RoadPeace Service to remember all those killed in car crashes in London; an annual service with the organisation F.A.C.T, which gathers and prays for those who have been falsely accused of abuse, and regular carol services for parish groups such as the Jermyn Street Traders Association, The Three St James's Square Clubs and others.

Creative life

The Creative Programme during 2024 included the Side Chapel Art Series, working intentionally with women artists of colour who have not worked with a church before: Three exhibitions in the Side Chapel Series in 2024, each of which engaged strongly and impactfully with St James's strategy. In each case, these artists produced work which drew new audiences, stimulated conversations regarding the objectives in Programmes 1, 2 and 3, and expanded networks imaginatively.

Unyimeabasi Udoh - 'Untitled (Altar Piece)', March-April 2024 (Lent and Easter) .

Nancy Willis - 'With One Touch, Her Spirit Soared', November-December 2024 (Disability History Month and Advent) .

Florence Okoye - 'The Passion of Mary', December 2024-January 2025 (Advent and Christmas).

Music continued to be a crucial part of St James's life, with the congregation contributing significantly to the funding of the scholars programme in 2024, and a new programme of concerts, including a new Saturday lunchtime series focussed on world music during the weekdays drawing in new audiences.

The American Friends of St James's continued to develop during 2024. The chair of the Board is Tai Heng Cheng, who with his husband Cole Harrell, supported the Che Lovelace commission and has been a tireless champion at events both here and in the US. The impact of having the American Friends as a 501c3 company has been clear: not only US citizens in the United States

have been able to donate through this route, but US citizens in the UK, or UK citizens with US foundations.

A huge number of new relationships are being formed through this work and the connection of St James's church with around 2000 new friends and supporters is building gradually, and is transformational. It's important to say, as part of our character and mission as a church that these relationships are not transactional, but building pastoral relationships that will stretch into the future too. A number of pastoral services (weddings, funerals, memorials and baptisms) are being held with our new friends, initially introduced through the Wren Project, which is an important aspect of this work.

Partner Churches

St James's two partnerships with other churches for mutual benefit and flourishing continued to grow: St Pancras Euston Road has become a close partner of St James's, which will provide St James's with a home for its congregation and staff during the construction phase of the Wren Project. New clergy Jonathan and Sarah were appointed in the second half of 2024 to give fresh energy and impetus to this parish, under the guidance and with the support of St James's. A model of 'shared services' is being developed to the mutual benefit of both churches. The relationship with St Bartholomew New York City, USA was strengthened in 2024 with a visit by St James's Associate Rector to New York and visits from St Bart's clergy to London. Online meetings also ensured that both churches benefit from each other's experience. For St James's, these partnerships amplify the influence and impact of inclusive faith communities in central city locations.

Programme Five 'Supported and Sustained' is, in many ways, the most important, as it is the activity that enables everything else. 'Supported and Sustained' is the effort led by our COO Nick Thasarathar which keeps the church, site, garden open and safe for all our activities. The Verger team, administration and finance, estates, gardener, cleaners, contractors, security, work immensely hard every day to support and sustain the mission of St James's. Without them, for instance, we would not be able to offer 5000 hours of free counselling to allcomers in the Caravan counselling project, or keep the church building open all day every day for peace and prayer.

Final Reflections

Last year, I wrote about the quotation above the Rectory door into the courtyard from psalm 127: appropriate for the re-building after the destruction of World War Two: 'Unless the Lord builds the house'. The full quotation is

*Unless the LORD builds the house,
those who build it labour in vain.*

*Unless the LORD guards the city,
the guard keeps watch in vain.*

*It is in vain that you rise up early
and go late to rest,*

*eating the bread of anxious toil;
for he gives sleep to his beloved*

In November 2024, we learned of the death of Donald Reeves, the rector who in the late 70s and through the 80s, set St James's off on the path it is still on today. His influence spread far wider than St James's and his legacy, with the congregations he helped to build, will be celebrated in 2025. We are thankful for him and all he provoked and inspired in a life long ministry.

2024 was a stabilising year for St James's, as we learned from 2023 and as the commitment to the Wren Project solidified and strengthened with the engagement of the Heritage Fund team. We go into 2025 with further huge challenges facing us in church and society. We know too that Church is one of God's strategies against dictatorship. Always (of course) a flawed human

institution, at its best, church is about building faithful, independent-minded, inclusive, prayerful communities: and this is one way that a society can guard against, or at least provide serious challenge to, toxic assumptions and injustices. Our vocation to be church in this generation is thrilling and challenging.

I will end my report again with both thanks and a request for forgiveness as your priest. 2024 has been another immensely challenging year, as we continue to attempt our building of Christ-shaped community in a church that is nationally in decline, and often fractious, and in a city and society that has such amazing potential while remaining so unjust. Being church in this way, together, is not straightforward, because we live with a sometimes-hard-to-bear level of what seems like permanent uncertainty. In this context, trust is key. For all the times that I have simply got it wrong, not met your expectations or caused you grief, please forgive me. And please pray for me, as I pray for you, every day.



The Reverend Lucy Winkett, Rector

4. Review of 2024 (Slide Presentation)
presentation on the day: see attached documents

5. Report of the Electoral Roll Officer (verbal at the meeting)

6. Report from the PCC Secretary

I have the pleasure of providing the following PCC Secretary's report for 2024 and, once again, should like to thank both PCC members and the congregation whom I continue to enjoy meeting at Sunday worship for their conviviality and the general atmosphere of friendliness and support which has made my tasks so much more enjoyable and which seem to be a hallmark of SJP.

In addition to my duties as PCC Secretary preparing the agenda and papers and taking the minutes I service similarly the Audit & Finance (Risk) Committee and am also the Clerk to the Wren Project and Secretary/Treasurer of the American Friends of St James's Piccadilly (which is the American fundraising arm for the Wren Project and is a 501[c](3) organisation in USA which is equivalent to our charitable status and enables gifts to be given as tax deductible) which has a separate Board of Directors meeting some three times a year and involves planning and preparation of meetings and taking of minutes; this also requires almost daily contact with our US bank, accountants and lawyers and dealing with donors. In addition, I attend the monthly Senior Management Team (SMT) meetings preparing the agenda and papers and producing the minutes.

The PCC, as the board of the church, is responsible for the overall governance and oversight of everything that happens with the church and its activities, so the agenda for each meeting is both full and varied and always begins and ends with prayers for its work. As the church is also a charity subject to oversight by the Charity Commission all PCC members are also charity trustees. All major decisions are taken at PCC level and I wish to pay tribute to the professional and assiduous approach on all these matters by PCC members who take their duties so seriously and have copious papers to read before each meeting. The PCC is also the principal forum for discussion about church life wishing to interact as much as possible with the congregation. Feedback either in person or online from our congregation is most important and we encourage all who wish to do so to contact either individual members of the PCC or myself as Secretary. Considerable

thought has been given as to how to improve the interaction between the congregation and the PCC and more regular feedback and involvement is now being rolled out. Part of this process is the posting of a summary of all PCC meetings in the Governance section of our website.

The PCC has continued to operate with four quarterly business meetings and two Congregational Life ones throughout the year. All meetings are hybrid (both in-person and remote access) which has enabled a consistently high turnout and engagement of all PCC members. All business is conducted within the Church Representation Rules. At the business meetings close scrutiny is given to financial

performance and monthly management accounts as well as to the Risk Register and Dashboard which is regularly updated and sets out in tabular form the objectives and progress as well as challenges of each of the five programmes together with green/amber/red markings.

The five strategic programmes are: Voice & Community; Faith, Earth & Social Justice Initiatives; Culture & Diversity; Transformation & Rebalancing; Sustainability & Resilience. All PCC members have access to the Dashboard and Risk Register remotely at any time and not just at the meetings. In addition to these meetings the PCC holds two Awaydays (in January and the summer) either in the church premises or at an outside venue at which matters can be discussed in greater depth and time than is allowed in a packed regular meeting agenda.

Between PCC meetings the Senior Management Team (Rector, Associate Rector, the Directors) meet formally each month, with the Churchwardens in attendance. The SMT also meets informally for a catch-up meeting fortnightly. This enables a close degree of governance in times which have seen rapid transition.

The Wren Project has made good progress with both Planning Permission and Faculty permission being granted as well as further significant donations from individual and corporate sponsors in the UK and from the American Friends. We continue to be honoured by the generous patronage of His Royal Highness Prince Edward, Duke of Edinburgh KG GCVO. By the time of the APCM we shall have the new South Door in place and the old organ pipes have been removed for the new organ to be built (the costs are fully covered).

Matters that have been addressed during the year include oversight of safeguarding with new reporting requirements, a survey on welcome and accessibility, the rhythm of church life, various policy reviews (each policy is reviewed on a regular basis to be approved by the PCC), general management of the church estate such as the food stalls and café, insurance, staffing and volunteering, ecological and ethical fundraising matters, several resolutions to obtain faculties (permissions) from the Diocese and our developing relationship with both St Pancras and St Bart's (New York) churches.

The Audit & Finance (Risk) Committee has an independent Chair and at least one external member and meets three times a year to discuss and make recommendations on the Annual Report & Accounts and the proposed budget and business plan as well as financial and performance progress.

PCC MEMBERSHIP

The PCC comprises the 5 Clergy licensed to the Parish, the 2 Churchwardens, 9 elected lay members and currently 3 elected Deanery Synod representatives (as determined by the number of people on St James's electoral roll). The following have served on the PCC during the year:

Clergy (ex-officio members): The Revd Lucy Winkett, Rector, The Revd Dr Ayla Lepine, Associate Rector, The Revd Dr Ivan Khovacs SSM, The Revd Daniel Norris SSM, The Revd Dr Mariama Ifode-Blease Assistant Curate

Churchwardens: Deirdre (Dee) Hetherington, Claire Wright

Deanery Synod Representatives: Julie (Jules) Cunningham, Joanna Hines, Tracy McKeever

Lay members: Alison Beck (re-elected May 2023), Helen-Claire Burt (resigned 12 May 2024), Jackie Elton (resigned 12 May 2024), Rosalind Fane (elected Lay Vice Chair 15 July 2024), Tom Gidman (elected May 2023), Sarah Gillett (elected 12 May 2024), Graeme Jones (elected May 2023), Trevor Lines (elected 4 November 2024), David Loyn (re-elected May 2022), Ben Mariam (resigned 12 May 2024), Tracy McKeever (elected May 2023), Anna Lakshmi Sabapathy (elected 12 May 2024, resigned 15 July 2024), Audrey Sebatindira (elected May 2023), Rachel Sumption (elected 12 May 2024).

Ros Fane as PCC Lay Chair shares responsibility for chairing PCC meetings (especially the Congregational Life ones) with the Rector.

St James's Honorary Treasurer, elected as such on 15 July 2024, is Audrey Sebatindira.

Under the Church Representation Rules we are required to have a Standing Committee (whose members are the Rector, the Associate Rector, the PCC Lay Chair, the Churchwardens and the PCC Honorary Treasurer and one other PCC member). This meets when required to conduct specific business allocated to it and is serviced by the PCC Secretary.

During the last calendar year the PCC met in January (Awayday), February, April (twice), July plus Awayday), September, November (twice) and December.

Keith Best TD MA

PCC Secretary

7. Report from the Honorary Treasurer

Following a disappointing financial result in 2023 SJP delivered a stronger performance in 2024 as highlighted by a general fund surplus of £118,755. The surplus was mainly driven by a legacy gift to the church of approx. £130,000, which helped restore reserves back to minimum policy levels. However, it was also facilitated by the PCC and SMT reacting swiftly to 2023's challenging result by redrafting the 2024 Business Plan. Changes included de-risking the creative programme, reducing the Development Department's fundraising target for the Operating Fund, and more generally ensuring that unrestricted funds were managed so as to be in line with the reserves policy and support long-term organisational resilience.

While this has resulted in a solid start to 2025, it remains the case that consistent congregational giving alongside the church's other revenue-generation activities will be essential to ensure that SJP continues to bring in sustainable income and maintain its reserves.

Total unrestricted fund income was £1,730,583, of which £701,658 came from planned and voluntary donations. £51,743 was received through Gift Aid.

The major unrestricted income streams for 2024 were planned and voluntary donations (including Gift Aid), which accounted for 49%, while use of church premises came to 42% of total unrestricted income. Total organisational income increased by 69.75% compared to the previous year, coming to £4,465,648. This represents a significant increase that was largely driven by targeted fundraising campaigns for the Wren Project. These include the South Door works and

the restoration of the organ, which began in January and February 2025 respectively, as well as proceeds from the Chelsea Flower Show in May 2024. Looking forward, funding efforts continue to be focused on the Wren Project, with 2025 intended to be the decisive year for the project.

Expenditure for 2024, as spent from unrestricted funds, was £1,609,241. A significant portion of total expenditure was allocated to the church's running costs. Staff costs accounted for 45.37% of overall expenditure, reflecting the central role of staff in delivering liturgical services, charitable activities, the concerts programme, FEAST, administration, fundraising, and strategic initiatives. St James's additionally contributed £91,300 to the Diocesan Common Fund in 2024.

Overall, the 2024 expenditure reflected a disciplined and mission-driven use of funds in support of St James's programmes, staff, and infrastructure.

As at 31 December 2024, the PCC's investment portfolio had a total value of £1,417,982, of which £1,396,888 was held in the CBF Church of England Deposit Fund. The objective for 2024 was to continue investing SJP's restricted reserves in this fund, balancing a competitive interest rate with immediate access to funds. Where possible, investments are directed toward initiatives that support Environmental, Social, and Governance (ESG) principles and products aligned with FCA sustainable investment labels, promoting positive social impact.

The PCC has approved a policy to maintain unrestricted general reserves at a level sufficient to cover at least four months of general fund expenditure on church activities. This amount is estimated to fall within the range of £444,450 to £536,400. As of 31 December 2024, unrestricted reserves stood at £455,875, positioning St James's reserves comfortably within the required range.

I would like to thank Radames Delgado for his hard work as SJP's Head of Finance as well as the members of the Finance and Audit (Risk) Committee who provide invaluable independent scrutiny of St James's finances and operations.

Audrey Sebatindira
PCC Honorary Treasurer

8. Annual Report & Financial Statements to 31 December 2024

See 2024 Annual Report & Accounts in documents

9. Re-appointment of Auditors

The APCM is asked to re-appoint as auditors:

Goodman Jones LLP

29/30 Fitzroy Square, London W1T 6LQ

Audrey Sebatindira
PCC Honorary Treasurer

10. Churchwarden's Report

It is difficult to believe that we are already coming to the end of a second year as church wardens, but good to take stock of the last 12 months, when as usual at St James, a lot has happened. We are very grateful to you in the congregation for your help and encouragement. We would also

like to thank the other members of the Wardening team, Sarah Gillet, Tchansia Kone and Jen Veall, for their time, talents and friendship. Tchansia has now stepped down from her role as assistant church warden but is still helping with things like the online forum, Citizens UK and strategy groups 1 and 2 to name a few.

Governance and Strategy

We know that in a church the size of St James's, with the ambition to be a 'larger, more inclusive, imaginative and influential SJP community in a transformed site', we are fortunate in the size and quality of our staff team. In many ways this has made our lives easier, but we have been very aware of the need to ensure that the congregations' voice is heard. We have met regularly with both Lucy and Ayla, and as church wardens we have attended the monthly Senior Management Team meeting, where the strategy implementation and risk dashboards and finance reports are reviewed in detail. This is in advance of full PCC meetings where formal scrutiny and accountability takes place. There is a regular item on the SMT agenda for us to raise issues on behalf of the congregation, but we can ask questions at any point during the meeting, and it has been an opportunity to see how hard the team work and how determined they are to deliver our ambition. As church wardens we have been part of the interview panels for congregation facing staff.

Each of the 5 programmes for the strategy has a delivery plan to support implementation, and both church wardens are on the delivery group for Programme's 1 and 2 (Voice and Community and Faith, Earth and Social Justice), which is close to our hearts. Dee has taken a particular interest in the implementation of the Net Zero Policy and is meeting regularly with Stuart Page Head of Estates and Deborah Colvin and has kept the PCC up to date with the work required to meet this goal set by the Church of England Net Zero by 2030. Please see the separate presentation on Net Zero. Dee is also encouraging participation in the Home's for Justice scheme at SJP which is a partner with the Westminster Church of England Compassionate communities. Claire, with help from Tchansia, has been active with Citizens UK, and is keen on developing a Citizens UK team at SJP, as part of the aim in the strategy to speak out with others. SJP was well represented at the Citizens Assemblies held before the London Mayoral and General Assemblies, and we hosted a General Election hustings for candidates for the Westminster constituency. We have been particularly involved in the Citizens UK Living Wage and Free (or at least subsidized) Bus Fares for Asylum Seekers campaigns. Both Dee and Claire, and others from SJP attended the vigil outside New Scotland Yard following the police raid on the Westminster Quakers.

Congregational Life

We have worked closely with Ayla on developing congregational life, including liaising with Petra around pastoral support, and first Mac and now Joanna in supporting the outreach teams/projects. The newcomers lunches are continuing and it is always a pleasure to welcome new people and involve them in the life of the church. There is no shortage of ways we can build community together, and we are continuing to work with Debbie O'Brien and Fiona Notman in looking at how we can grow hospitality. Having said this we are aware that SJP is already a busy church, and we need to support our clergy team, and make sure we all have time to enjoy and appreciate all the good things that happen at SJP. This year it has been particularly good to see the development of our partnerships with St Barts and St Pancras, and so many new people offering their time and talents to support community life at SJP.

Communications

We are conscious that despite best intentions, with the relatively large staff team, the governance structure and all that happens at SJP, it is sometimes difficult to know who is who and what is

going on. It was because of this that the PCC feedback sessions were introduced at the end of the 11.00am service following a PCC meeting, but we hope people feel that they can come and talk to us and other members of the PCC at any time. However, we know more still needs to be done, which was why the PCC set up a Task and Finish Group, which Claire is a member of, to look at improving communication with the congregation. A number of focus groups were held in October 2024, facilitated by Steven Overman, and although it has taken much longer than we anticipated to share the results with you, there will be an opportunity to work together on what happens next.

WREN

Remembering our vision of 'Rooted in Gods Earth, we envision a Just Society and a Creative Open Hearted Church', Wren gives the present SJP community the opportunity to plan, and make sure St James's Piccadilly is sustainable for future SJP communities. Thanks in no small part to the Development Team we are over half-way there to meeting the fundraising target, and as church wardens we have attended a number of linked events on your behalf, including the Chelsea Flower Show and Conversations under Trees. The Advocates for Chelsea team that Dee set up has developed into a Weekday Welcomers team, that greet visitors to the church on Tuesday and Thursday afternoons and are available to explain our history and talk about who we are, and our vision for the future. Hopefully the work on the South Door and Organ restoration are starting to make that future more real to everyone.

In Conclusion

We take pride in being your Church Wardens and in the progress that has been made in implementing the strategy, We are aware of the need to be mindful about capacity and mitigate risks, but it's difficult not to be excited about the future at SJP! We look forward to working with you and getting to know you better in 2025/26 and thank you for your support and encouragement.

Dee Hetherington and Claire Wright
May 2025

11. Annual Fabric Report 2024

11.1 Licence Under Faculty and Contracts

Two of the main estate-based Licences Under Faculty were renegotiated at the end of 2024 and have both been agreed as two-year licences designed to provide stability and continuation of revenue as close as possible to the point when the main Wren project begins. Details are as follows:

Redemption Roasters Cafe 1st November 2024 – 31st October 2026. Base licence fee value of £65,264 pa, plus turnover licence fee.

Wren Flat 2nd January 2025 – 1st January 2027. AST value of £38,346 pa.

The street food market held in the Piccadilly Courtyard continues to trade profitably for SJP and at the end of 2024, the idea has been mooted of extending the current Monday – Thursday market to five days a week with trading also happening on Fridays.

Key areas of maintenance to the St James's estate during 2024 are as follows:

11.2 St James's Church

The survey work and pre-contract meetings for the Wren Project works to the south door were successfully undertaken at the end of the year. The lead contractor, selected from a shortlist list of three, is Fullers Builders Ltd and works are due to commence in 2025.

Servicing and upgrade work to the church audio visual system was made by Crystal Clear Audio.

New 'stage lighting' designed to illuminate the nave was installed in the first-floor galleries by N-Power Ltd.

Completion of a formal Fire Risk Assessment, for both church and rectory buildings was undertaken by external and independent assessor Mark Sharman & Associates.

Fire extinguisher servicing was undertaken by Total Fire Protection Services Ltd

11.3 The Rectory Building

All fire system batteries were replaced, and a safety service was undertaken by Chubb Fire and Security Ltd. This system also covers the narthex of the church building.

Fire extinguisher servicing for the Rectory was also undertaken by Total Fire Protection Services Ltd.

Servicing and upgrade of the CCTV system was carried out by Rightguard Ltd, to ensure the effective coverage of the Church Place entrances.

11.4 Garden and Courtyard

Yearly maintenance of the irrigation system covering the garden areas was performed by Waterwell Ltd. Repairs have also been made to garden trellises, coping stones and benches. A tree condition survey was undertaken by Mathew Barker Ltd. The estate's trees are in good condition, although some pruning work at high level may be required in years to come.

11.5 Wren Flat

To maintain the heating system in the Wren flat, Fitzgerald Contractors had to replace the main operational circuit board of the boiler. All is now working correctly.

Maintenance to intercom system and replacement of the Jermyn Street letter box also had to be undertaken to make the property suitable for reletting to the new tenants.

11.6 Closing Remarks

It should be noted that most maintenance and fabric repairs to the estate are performed against the backdrop of the pending Wren project. Some projects and system repairs are made at a lesser scale knowing that a full upgrade will be undertaken as part of the Wren Project. That said, in addition to the planned and necessary maintenance to be carried out during the coming year, it is hoped that if financially viable, some improvements to the energy capture and use of our solar panel system can be made in 2025.

Dr Stuart Page
Head of Estates & Operations

12. Deanery Synod Representatives' Report

There was only one business meeting of Deanery Synod in 2024. It was held at St Mary's Bourne Street. Philip Chester, Area Dean, gave the education committee report in the absence of the Chair, John Pearson-Hicks. The report outlined the particular challenges facing all our deanery schools as a result of the demographic shifts taking place in central London. The growing partnerships between schools were working well.

A motion was proposed and seconded by representatives from St Paul Covent Garden, outlining a way to restore better balance between central funding pots and the funds flowing to dioceses for the support of clergy stipends. The motion:

That this Synod: (i) call upon the Church Commissioners and Archbishops Council to undertake everything necessary to effect a redistribution of financial resources directly to Diocesan Stipend Funds to reflect the value of contributions made by Diocesan Boards of Finance to the Church of England Funded Pension Scheme since it was established by the settlement of 1997 (£2.6 billion)

(ii) call upon Diocesan Boards of Finance to manage the funds redistributed as a result of the above to support parish ministry in the ways discerned locally to be most effective in enabling growth and sustaining the Church of England's commitment to be a Christian presence in every community.

was carried by 35 in favour, one against and two abstentions.

The Area Dean then welcomed and introduced the new Archdeacon of Charing Cross, the Ven Katharine Hedderly. She introduced herself and her role, saying how delighted she was to be taking up the post, and how much she was looking forward to working with churches across the episcopal area; she then talked about how she expected the work of the archdeacons to be taken forward.

The **Garden Party** was held after Choral Evensong at the Temple Church in the Master's Garden at the Temple on 19 June. On this occasion the garden party was shared with the City Deanery, as has happened in some previous years; an informal gathering in a beautiful hidden gem of a garden.

In the summer Fr Philip Chester stood down as Area Dean, a post he held since 2005, and parishes were invited to contribute to a gift in appreciation of his service, which has been consistently caring and far-sighted.

Jules Cunningham

Jo Hines

Tracy McKeever

13. Election of PCC members

One PCC member David Loyn has completed two three-year terms and, in view of his current responsibilities with the congregation has been asked to stand for re-election for the following three years. No other nominations have been lodged but can be up to the meeting itself.

14. Safeguarding Report

(last report was given at 12th May 2024 APCM meeting)

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

The Church of England's safeguarding policy statement, Promoting a Safer Church, says:

All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

A Safeguarding Annual Action Plan has been in place since 2015. With the introduction of an application called Safeguarding Dashboard (through the Diocese of London) an Action Plan is produced now each time the Safeguarding Dashboard is updated. The most recent Action Plan is reported on at each PCC meeting as this is a standing agenda item.

The publication of the Church of England 'Parish Safeguarding Handbook' is the basis for updating the St James's Church Safeguarding Policy and Procedures Handbook – this is the companion publication to the Church of England's handbook. In line with Church of England requirements, safeguarding documents are available on our website www.sjp.org.uk and the link is accessible on the home page and throughout. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016, to have due regard to the House of Bishops' policy and practice guidance on the safeguarding of children and vulnerable adults.

The Revd Dr Ayla Lepine (Associate Rector) convenes a quarterly meeting of the St James's Safeguarding Team, which consists of The Revd Lucy Winkett (Rector) Stuart Page (Head of Estates), Joanna Kelly (Outreach Projects and Partnerships Manager), and Charley Matthews (PSO). These roles have specific responsibilities for safeguarding including but not limited to site and events safety, administration, pastoral care, and training.

The Archdeacon's visitation in November 2024 required a thorough audit of all safeguarding practices across St James's and indicated some areas in which processes and data management could be improved. These are addressed below in the comments on existing infrastructure.

As part of a wider review of safeguarding at SJP, the PSO led two 'Safeguarding Conversations' events in December 2024. These promoted open conversations about abuse, neglect, and self-neglect and how and when members of the SJP should intervene to prevent their occurrence. A similar event was held during an all-staff meeting in April 2025.

The safeguarding infrastructure we have, which also forms part of our Risk Register as a key priority, includes:

- The Diocesan Safeguarding Dashboard is now managed by the PSO. The Dashboard monitors our compliance with Diocesan policies which the wider safeguarding infrastructure partially acts in service of. Reports from the Dashboard are presented at every meeting of the PCC.
- A designated email address for safeguarding matters (safeguarding@sjp.org.uk), accessed only by the Associate Rector and the Parish Safeguarding Officer together with the Rector, The Revd Lucy Winkett.
- MyConcern, the Church of England's preferred safeguarding software with a high nationwide reputation in many institutions including education and places of worship.
 - o There is a dated plan to ensure full implementation of MyConcern across all SJP projects and activities by November 2025.
- Ensuring safeguarding training is prioritised and increased wherever and whenever possible for all at St James's, particularly with front line volunteers for the Food Outreach projects, Feast and Sunday Breakfast. In each case, the safeguarding training directs people towards St James's procedures and policies, diocesan support, and online training. In addition to Church of England training, which is required for some roles, SJP designs

and delivers training that is bespoke for our Food Outreach Projects. This is delivered by the PSO and the Outreach Projects and Partnerships Manager.

- This has included a careful audit of all training and DBS records which has been led by the Outreach Projects and Partnerships Manager. This contributes to efficient management of the Safeguarding Dashboard.
- Activity risk assessments are held for all church activities which are 'organised for children, young people, or vulnerable adults' or 'include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults'. This process was initially overseen by the PSO ahead of the Archdeacon's visitation but is now held by the Outreach Projects and Partnerships Manager.
- Through Stuart and the Verger Team (particularly the Head Verger, Chris Davies, we work closely with the Rightguard security team on safeguarding matters when required.

It is very important to remember that ensuring the safety of all children and vulnerable adults in our community is a shared responsibility amongst everyone at St James's. If there is any doubt regarding any issues of concern please do discuss them with the people listed below.

Associate Rector: The Revd Dr Ayla Lepine - 07747001888
Parish Safeguarding Officer: Charley Matthews - 07968151170
Children's Champion: Frith Taylor

Diocesan Safeguarding Team: 020 7932 1224

Thirty-One-Eight 24 hour helpline: 0845 1204550

For situations of immediate risk contact the police on 999

Other contacts for Westminster area:

Concerning children:

- Duty Child Protection Advisor: 020 7641 7668
- AccesstoChildrensServices@westminster.gov.uk or LADO@westminster.gov.uk
- <https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-westminster>

Concerning adults:

- Outside normal office hours this team deals with statutory Mental Health Assessments, other emergencies concerning vulnerable adults and elderly residents, child protection emergencies and other children and family issues: 020 7641 6000
- Adult Social Care Team (supporting adults under the age of 65 with physical disabilities, older people with physical disabilities, or mental health problems, and their carers): 020 7641 1444 or 020 7641 1175; text messages: 07944 521615

Other Westminster Council contact details:

<https://www.peoplefirstinfo.org.uk/westminster-contact-details/>

Safeguarding Officer: Charley Matthews - 07968151170

Keith Best
PCC Secretary
09/05/25