

ST JAMES'S PICCADILLY



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

Sunday 31 May 2026 at 12.30pm

In person and by Zoom



ST JAMES'S PICCADILLY

ANNUAL MEETING OF PARISHIONERS

Sunday 31 May 2026 at 12.30pm

1. Welcome and apologies for absence:
2. Minutes of the Annual Meeting of Parishioners of 18 May 2025
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 18 May 2025 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 12 May 2024 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 31 May 2026

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 18 May 2025
3. Rector's Report: LW
4. Review of 2025-26 (Slide Presentation): AL
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 2025
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 Deanery Synod Representatives and PCC members
14. Sustainability Report
15. Safeguarding Report
16. Any Other Business
17. Reflection and Close

ST JAMES'S PICCADILLY



DRAFT MINUTES/ ANNUAL PAROCHIAL CHURCH MEETING Sunday 18 May 2025

1. LW again welcomed all present and online and noted apologies for absence: Deborah Colvin, Cornell Jackson, Ivan Khovacs, Debbie O'Brien. She declared the close of nominations for the PCC vacancy.
2. Minutes of the APCM of 12 May 2024 were approved.
3. The Rector's Report was received.
4. Review of 2024-25. A pictorial slide presentation was given accompanied on the piano by the Director of Music Michael Haslam.
5. Report of the Electoral Roll Officer. In the absence of David Hamilton-Peters the PCC Secretary announced that in accordance with the Church Representation Rules that the Electoral Roll must be completely revised every six years and as the last total revision was in 2019 so, in 2025, we have conducted another total revision ahead of today's APCM and our Electoral Roll now has 177 members. The next revision will be in 2031.
6. The Report from the PCC Secretary was received.
7. The Report from PCC Honorary Treasurer and her slide presentation was received. A question asked about the fundraising result of the RHS Chelsea Flower Show to which LW responded that it has led to major donors who might not otherwise have come to us. In answer to a question it was confirmed that our main bank is The Co-op and that we also have an account with NatWest. In answer to a question about the importance of legacies LW informed the APCM that we now have a new Head of Fundraising who will be concentrating on encouraging legacy giving.
8. Annual Report & Financial Statements to 31 December 2024. The adoption of the Annual Report & Accounts was proposed by Ruth Miller, seconded by Fiona Markey and passed unanimously with no abstentions or votes against. On a question about the independence of the Audit & Finance (Risk) Committee which had recommended adoption of the Annual Report & Accounts LW informed the APCM that the Chair Andrew Caspari is Chief Operating Officer and Diocesan Secretary at the Church of England Diocese in Europe, another member is Martin Hornbuckle is a charity trustee with finance expertise, school governor, and church music leader with previously many years' experience working for the London Diocesan Fund and another member is Steve Mahle, a member of the Board of the American Friends of St James's Piccadilly.
9. Re-appointment of Auditors: Goodman Jones LLP, 29/30 Fitzroy Square, London, W1T 6LQ. This was proposed by Audrey Sebatindira (Hon Treasurer), seconded by Rob Hull and passed unanimously with no abstentions or votes against.

10. Churchwardens' Report was received and they were warmly thanked for all that they have achieved. Mention was made of the weekday welcomers on Tuesdays and Thursdays and there was a question about the nature and extent of the duties of a Churchwarden.

11. Annual Fabric Report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 was received. The Verger Team was named and warmly thanked for all their hard work. A question was asked about the Inspecting Architect and it was confirmed that this was Ptolemy Dean who is also the architect for the Wren Project and that there is a quinquennial inspection.

12. Deanery Synod Representatives' Report was received. A member (Maggie Butcher) stressed the importance of the Deanery Synod as a building block in the governance of the Church of England.

13. Election of PCC members. There being no other nomination David Loyn was elected for a further three-year term and his role was explained as being the liaison with the Development Department. All PCC members present were asked to stand and they were thanked by the meeting for all their work.

14. Safeguarding Report. The Associate Rector Ayla Lepine spoke to the report which was received and thanks were given to the whole Safeguarding Team for their important work.

15. A slide presentation on Net Zero and its achievement at SJP was given by Dee Hetherington .

16. Tchansia Kone, supported by Audrey Sebatindira and Claire Wright referred to the salient points of the Equality, Diversity, Inclusion and Belonging survey at St James's which took place in September and October 2024 (copies available on request from the PCC Secretary). It was announced that there will be a further presentation.

17. Any Other Business: none but Wilson Wong referred to the pressure on staff and the need for sustainability to which LW responded that this is monitored regularly through the reporting dashboards at every Senior Management Team and PCC meeting. Trevor Lines expressed the view that LW understates the role and work of the clergy and thanked them which led to a standing ovation from the whole of the APCM.

18. Reflection, prayers and the meeting closed at 14.05.

Keith Best TD MA
PCC Secretary

Signed 
Lucy Winkett, Chair

1. Welcome and apologies for absence

2. Minutes of APCM of 18 May 2025 - see above

3. Rector's Report

Review of the year 2025

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

Our core purpose and work

In an active church like St James's, with our building open seven days a week and a high number of gatherings, projects, services, events and concerts each week, it's important to reaffirm, alongside all the descriptions of things that have happened during the year, that our core purpose is to pray. Praying isn't what we do when nothing else is happening, it's the meaning and purpose of our common life, and everything else fits around it. At St James's, our prayer together happens in a variety of ways: primarily at the weekly gathering of our community around the altar at the Eucharist on Sundays, but also, every morning in the side chapel, online in 'Holding the Silence', Eco-contemplative gatherings in the garden, 'Soul at Saint James', with the Julian Group in silence, and many other gatherings both in person and online. And, importantly, the church is open every day all day for whoever comes, as we affirm our vocation to be public sacred space for everyone. Congregation, the staff team, clergy, planning and financial resources were dedicated to this work of prayer and it is the first priority of the PCC.

Congregational Life

In the context of strategy, budgets and plans, 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, transformation and empowerment of individuals, following a vision we pray is close to the eternal purposes of God.

St James's has many groups led by the congregation for the congregation, and in 2025 these continued to meet and gather for learning, activity, training and support. The Earth Justice Group launched its own subdomain, accessible from the St James's website which has been built by and is run by the group. The programme of events during 2025 was substantial including the 'Breathe' project, that included monitoring of air quality around St James's itself. Innovative liturgies at the monthly eco-contemplative services, publicity for campaigns and public education make this work some of the most vibrant undertaken by St James's. 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 2025 built on the success of 2024 and was in itself hugely inspiring. The work of the International Group grew in 2025, and the public programming around Refugee Week in June showed how much the work has increased and is valued. The two weekly hot meals hosted by St James's with people experiencing homelessness continued during 2025 after a re-set of the Sunday breakfast in 2024. Just about 200 people are individually engaged as volunteers in the work of St James's; leading services, projects, groups and giving time, love and energy to make this community what it is. The partnership with Redemption Roasters continued through a challenging year for the hospitality industry and our Caravan volunteers continued to deliver free drop in counselling every day of the year.

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, Fiona and team, our Young St James's coordinators Cameron, Alex, Maddy, Felix,

Anna, Bryony, Bea, our Pride of St James's group coordinators Kate, Kevin, Jules, Audrey, Elijah, the newly named 'Voice and Community' strategy group chaired by Sonia, facilitated by Claire, and including Wilson, Petra, Max, Joanna, Jules, Cameron, Dee, Claire and clergy, the incredible commitment of all who serve our guests at Feast and Sunday Breakfast Club, all our International Group, our hospitality hub leaders Debbie and teams, the important ongoing work done by our safeguarding team Charley, Mimi, our Children's Champion Frith, fairtrade Trevor and Jen, walking boots Rob, Jen and Ros with many others, Earth Justice work led by Deborah, Penelope, Petra, Zoe, Diane, Jonathan and Sara with many others. There are so many 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.

Special thanks to our churchwardens Claire, Dee, assistant wardens Mpume, Sarah and Jen, our PCC 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.

I'd like to record my thanks too to every member of our clergy team for all their ministry far and near in 2025: the influence of St James's, and all we learn here, is taken into our other contexts of education, the wider church, the art world, broadcast and print media. I would like to thank my clergy colleagues for their good humour and sense of fun, their immense kindness and faithfulness in ministry.

Wren Project progress

Alongside the core day-to-day work of St James's, the Wren Project took significant steps forward in 2025. Two physical elements of the project were completed, the Changemaker Programme began and the Heritage Fund Round Two application was submitted. In May, the restored South Door was opened and has transformed the way that people move around the church building, and achieved the first part of the 'opening up' of the site to the south of our parish. Scaffolding was also erected to remove all the organ pipes from the historic organ. These two projects were run simultaneously to minimise disruption, and while our services continued as a priority, the other events and concerts we were able to hold were significantly curtailed in the first part of the year.

The other major Wren Project focus was on making sure that funding was raised and pledges audited in order for St James's to submit its Round Two Heritage Fund application in November 2025. While hopes remained high and plans followed meticulously, the scope and timing of the Wren Project remained uncertain throughout the year. I want to pay tribute to the PCC members and staff colleagues of St James's, together with congregation members and groups who took part in consultations and meetings and who held firm throughout the roller coaster of emotions that were experienced because of a combination of rising costs, inflation, at times disappointing donor news, at other times huge rejoicing at donor news, and all with the November deadline looming.

The submission of a strong (and now we know ultimately successful!) Round Two bid was a colossal effort from the team. Its outcome was never certain, and for every staff colleague who stayed late or started early, prepared the site for a visit or revised endless slide decks, adjusted spreadsheets and importantly kept the faith, a huge thank you.

Partner Churches

St James's two partnerships with other churches for mutual benefit and flourishing continued to grow through 2025: 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 some staff during the construction phase of the Wren Project. Joint appointments have been made in finance and estates, and the Associate Priests there Jonathan and Sarah were instrumental in bringing to life the aspirations of the St Pancras PCC during 2025. Inspirational work is being done there with the appointment of new Vergers, Director of Music, the launch of a music scholars scheme and the launch of the Women's Voices Theology Conference, Black History Month concert with Soul Sanctuary Gospel Choir and the holding of the Queer Christmas Carols for the first time.

The 'Sanctuary' Eucharist, with 30 minutes silent prayer followed by a Eucharist on Tuesday evenings was held at St Pancras throughout 2025 as a commitment to our joint working, and it will remain there for the next few years while St James's is full of construction work. This weekly service, planned and led by congregation members, giving opportunities for speaking, leading and hospitality, has developed its own character, providing a contemplative, imaginative space for prayer, music, reflective leadership from the congregation and always great food

Members of St James's congregation continued to worship at St Pancras on Sundays from time to time, and two pilgrimages were held – one to St Pancras from St James's on St Pancras Day and one from St Pancras to St James's on St James's Day. St Pancras began its own music scholars scheme and the two sets of scholars sang together at Evensongs and in a joint concert.

The relationship with St Bartholomew New York City, USA was strengthened in 2025 with St James's first visit to New York as a team. 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.

Special Services

A significant 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. In 2025, St James's hosted the memorial services for the artist Norman Ackroyd RA, the architect Sir Nicholas Grimshaw PRA, the actor Timothy West and many others. It's particularly important that St James's hosts the weddings, baptisms and funerals of members of our own gathered community; in 2025, this included the wedding of our former cantor Georgina Elsey, the baptisms of baby Athena and baby Ada, and memorials for Tim Miller and Donald Reeves.

Other special services that were held during 2025 included USPG Founders Day service, 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. Christmas 2025 saw a new programme of carol services 'Carols for All'; which welcomed thousands of people over the season.

American Friends of St James's Piccadilly

The American Friends of St James's continued to develop during 2025 with our first (postponed from 2023) trip to New York in April and partnership events with St Bart's. 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.

Wider context of church and society in 2025

The national church was without an Archbishop of Canterbury for much of 2025, and the rejoicing at the appointment of the first woman to be appointed to this post in 2025 was tempered by sadness that it was our own Bishop of London, Dame Sarah Mullally who left in the autumn of 2025 to take up her new responsibilities. The discernment for a new Bishop of London has begun and will continue until the autumn of 2026.

2025 was also a year when Christian symbols and stories were increasingly used by far right groups, not least those that meet and march around the church here in central London. In this context, St James's strategy, language, projects and activities were more important than ever in amplifying an alternative Christian message and building a different sort of Christian community, rooted in the principle of inclusion at God's altar where everyone is welcome. The rise of Christian nationalism has been increasingly documented in 2025 and by its life, witness, activity and prayers, St James's is part of the resistance.

Within the Diocese and in our local deanery, the challenge from neighbouring parishes to the existing pastoral systems and finances of the Church continued to gather pace, based in their opposition to the blessing of same sex relationships and in many cases, the leadership of women. St James's, with other churches, preaches a gospel of inclusion and unity with all that lives, human and beyond human. While praying for the unity that Christ wills, St James's was clear publicly in 2025 that these developments are not ones we can support.

Final Reflections

Last year and the year before, I highlighted 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*

2025 was an active and inspiring year at St James's, especially in the life of the congregation and on Sundays. Behind the scenes, the weekday life of St James's contained a lot of challenges, and arguably some of what is outlined, wisely, in the psalm: 'eating the bread of anxious toil'. The unavoidable absences of key senior colleagues for significant periods in 2025 inevitably put a strain on the organisation at a crucial time.

One of the ironies increasingly evident in 2025 (and into 2026) is that while St James's has been extremely successful in raising restricted funds from external supporters willing to invest in the programmes and restoration project, we have acute financial challenges in making ends meet within the ordinary running costs of an increasingly expensive site to run and church to keep going day to day. This is a challenge we will need to face head-on in 2026. The in-year deficit of £134k on a turnover of £1.6m in 2025 may not seem like a huge percentage of the whole, which it isn't, but with depleted reserves, St James's has to focus on income generation, donation income and cost reduction in 2026 in order to move into the construction project in 2027 in good heart.

I will end my report again with both heartfelt thanks and a humble request for forgiveness as your priest. 2025 has been a year of beautiful community building, at the same time as experiencing significant strain on the 'back office' infrastructure and finances of the church as we continue to keep our day to day work active and our church open seven days a week. It has been our vocation and our privilege to remain open-hearted, positive and collaborative against a backdrop of a fractious national church and in a city and society that remains so unjust for many while at the same time brimming with potential for change.

One of the values that St James's has stated it wants to live by is the value of being adventurous. We wouldn't have it any other way. We also want to acknowledge that attempting to be 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. I truly believe we are privileged to be building this kind of church in this generation at this time. Please pray for me, as I pray for you, every day.



The Reverend Lucy Winkett, Rector

- 4. Review of 2025 (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 2026 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.

My role

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. Some 65% of donations to the Wren Project have come through the American Friends for which we are most grateful.

In view of the highly successful week in New York in April/May 2025 (including a gala dinner attended by our Patron His Royal Highness Prince Edward, Duke of Edinburgh KG GCMG, and other activities) the PCC decided to repeat this for 2026 as well as devising greater interaction mechanisms between the congregations of both SJP and St Bart's, New York. In order to plan this properly (we shall go to New York in September 2026) we created a Steering Group comprising leaders in both SJP and St Bart's which meets virtually about monthly and for which I set the agenda and take the minutes. In addition, I attend the monthly Senior Management Team (SMT) meetings preparing the agenda and papers and producing the minutes. As the year has been dominated by consideration of the Wren Project and the probable move to St Pancras in 2027 while building works take place at SJP I set up a monthly Review Meeting between key figures in both SJP and St Pancras to monitor progress for which I set the agenda and take 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 to 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

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) 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. This enables a close degree of governance in times which have seen rapid transition.

The Wren Project has made good progress with 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. The new South Door was put in place and the old organ pipes have been removed for the new organ to be built (the costs are fully covered). There was great excitement on 6 March when we learned that the Heritage Fund had approved our application which will release their grant of £4m and which was contingent on us raising separately £18m. There is still additional funding needed for contingencies and the costs of the move from SJP (although a presence will be kept at SJP throughout the building works) but we can now proceed with confidence so that it is a reality rather than a prospect.

Matters that have been addressed during the year include Congregational Communications Focus Groups, staff capacity and wellbeing in the absence of the Chief Operating Officer for medical treatment, consideration of staffing structure put forward by the Interim Chief Operating Officer, Earth Justice and our own carbon footprint and what we can improve, Safeguarding, our developing relationship with both St Pancras and St Bart's (New York) churches, changes to our Business Plan and budget, changes to the Wren Project specification to match funding expectations, risk and reserves policy and approval of those licensed to administer the chalice: a busy year!

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). It was with sadness but with good wishes for his future that we bid farewell to Revd Daniel Norris in January in his move to be a minister in the Isle of Man.

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

Rosalind Fane (elected Lay Vice Chair; re-elected May 2023)
 Tom Gidman (elected May 2023)
 Sarah Gillett (elected May 2024)
 Graeme Jones (elected May 2023)
 Trevor Lines (elected November 2024)
 David Loyn (re-elected May 2025)
 Steven Overman (elected September 2025)
 Audrey Sebatindira (elected May 2023)
 Rachel Sumption (elected May 2024)

Ros Fane as PCC Lay Vice 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 PCC Lay Vice Chair, the Churchwardens, the PCC Honorary Treasurer and an additional co-opted PCC member if necessary). 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), March, April, May, July plus Awayday 12 July, September, October and December.

Keith Best TD MA
PCC Secretary

7. Report from the Honorary Treasurer

Background

SJP's finances can broadly be split into two categories: "**restricted funding**" and "**unrestricted funding**".

Restricted funding describes monies that can only be used for a specific purpose from the moment of its receipt by SJP. An example of this would be money that has been donated to the church for a specific purpose, e.g., for the Wren Project. SJP must only spend restricted funding for the purpose for which it was donated.

Unrestricted funding describes monies that are under the full control of the PCC and can be used for any purpose, e.g., covering the cost of our weekly services. This kind of funding might come from congregational giving or income from the food stalls in our courtyard. Much of SJP's unrestricted funding is referred to as forming part of a "**general fund**". The PCC can choose to set aside a portion of unrestricted funding for a specific purpose, e.g., SJP has a special pot for building repairs. This set aside portion is called a "**designated fund**". While the PCC might

decide that it only wants to use the designated fund for a particular reason, because it forms part of unrestricted funding there is nothing to prevent the PCC from subsequently allocating this money either back to the general fund or to another designated fund.

Report

This was the third year of SJP's 2023-2026 strategic plan. Our headline result is as follows:

1. SJP has been successfully fundraising the capital costs for its £24 million renovation project (the Wren Project) and is now in a position to begin construction in earnest in Q1 2027. This money falls under restricted funding.
2. SJP has been less successful in attracting donations and raising income under unrestricted funding. The church reported a deficit of £134,733 in general funds (compared to 2024's result of a general fund surplus of £118,755).

This means that even though the Wren Project is going very well, SJP is still under immense pressure to cover its day-to-day costs as we haven't raised enough of the unrestricted funding required to do so. These day-to-day costs include things like overheads (heating, electricity, etc) and salaries, as well as the cost of running our services, social justice programmes, and lay-led activities.

The deficit in unrestricted funding also means that SJP has eaten significantly into its reserves. The reserves can effectively be considered a rainy day fund. The PCC has 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 £538,000 to £607,000. As of 31 December 2025, unrestricted reserves were £309,036, positioning our reserves well below the target range. This is particularly risky given that major Wren Project works are set to begin next year meaning we're entering a period of financial uncertainty.

Regarding what caused the deficit, with respect to income, it was driven by a reduction in legacy income as compared with last year and lower restricted fund donations than were budgeted for (which then had to be made up for with unrestricted funding). There were also increases in expenditure, which were due in part to higher staffing costs and increased legal and professional fees. More detail can be found in SJP's annual report.

The PCC has made a series of decisions to enable SJP to bolster its reserves and cover its operational costs going forward. These decisions include extending SJP's strategic plan by an additional year in order to preserve capacity and resources for the Wren Project, and amending the business plan for 2026 this spring in light of last year's result. Consistent and increased congregational giving this year would also greatly contribute towards enabling SJP to carry out its core functions as it prepares for the move next year.

For a more detailed breakdown of some of the figures, please see below with more information included in our annual report:

- Total income for the year was £4,082,376 (2024: £4,465,648), a decrease of £383,272 (8.6%). Total expenditure was £3,428,137 (2024: £3,006,595), an increase of £421,542 (14.0%).

- Total unrestricted general fund income was £1,687,832 (2024: £1,720,124). Restricted fund income was £2,389,667 (2024: £2,735,065), with the reduction compared to last year largely attributable to the timing of major Wren Project donations.
- Donations and legacies remained the church's principal source of income at £3,125,904 (2024: £3,578,571), representing 77% of total income. This includes £77,033 (2024: £51,743) that was received through Gift Aid. Income from the use of premises was £702,611 (2024: £734,129) while income from church activities increased to £104,750 (2024: £83,835). Investment income also increased significantly to £62,179 (2024: £13,837).
- Expenditure on church activities increased to £3,220,054 (2024: £2,730,708). However, expenditure on the use of premises decreased to £208,083 (2024: £275,887), principally due to lower concert-related costs of £164,829 (2024: £234,767) following interruptions caused by commencement of some Wren Project works, namely the organ restoration and completion of the South Door. SJP additionally contributed £66,653 (2024: £91,300) to the Diocesan Common Fund.
- As at 31 December 2025, the PCC's investment portfolio had a total value of £2,406,539, of which £2,369,080 was held in the CBF Church of England Deposit Fund. The objective for 2025 was to continue investing restricted reserves in this fund, balancing a competitive return with immediate access to funds.

Finally, I should like to thank Radames Delgado for his hard work as SJP 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 2025
See 2025 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

What a momentous time to be a Church Warden at St James's Piccadilly! Instead of writing once again about the approaching WREN project, the 'Go button' has been pressed and we are finally on the way! Beyond the no doubt many challenges ahead, the promise of a transformed St James's is a sign of much needed hope in the world. We would like to offer our personal thanks to you and everyone involved in getting us to this point, and particular thanks to our Rector, Lucy Winkett, and to Brian Willetts and the Development Team.

Unbelievably we are already coming to the end of our third year as church wardens, and 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, Mpume Mqwebu and Jen Veall, for their time, talents and friendship, and our wonderful staff team at SJP for their hard work and support.

Governance and Strategy

We continue to be conscious of the need to ensure that the congregations' voice is heard. We meet regularly with Lucy, and as church wardens attend the monthly Senior Management Team meetings, where 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.

Each of the 5 programmes of our 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. We were aware that although the group has had regular meetings we were largely invisible to the congregation and the group wanted this to change. Therefore in 2025 the group has been refreshed and is now known as the Voice and Community Strategy Group with more emphasis on collaboration. We meet once every two months and are made up of leads from different congregation groups, outreach staff, church wardens and clergy. The group is chaired by Sonia Lee, and our intention is to be available to the congregation over tea and coffee after each meeting. Increasingly we will be focussing on the congregational elements of the WREN Project.

Net Zero and Sustainability, and Weekday Welcomers

Dee has been able to concentrate on the Net Zero Plan and meets 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. 2025 saw the formation of the Sustainability Group, please see the separate report on Sustainability within this document

Dee has developed a Weekday Welcomers team, that greet visitors to the church on Tuesday afternoons and Thursday Mornings. Weekday welcomers are available to explain our history and talk about who we are, what we do and our vision for the future. Thank you to Ray Crocker for providing the training.

Citizens UK and Holding the Silence

Claire, with support from various members of the SJP community, continues to be active with Citizens UK, and 2025 has seen a number of successes, culminating in the Westminster Citizens Assembly in March attended by over 120 people from about 15 organisations. The Assembly was particularly notable because our International Community led an item on Refugees and Asylum Seekers and will be forming a team to lead on an action in this area for the Citizens Westminster Chapter. SJP has also been well represented at meetings about developing an action focussed on Thames Water. SJP was a founder member of West London Citizens and we will be hosting the celebration for 20 years of working together on a wide variety of successful actions, in November 2026.

Claire, with Jane Preest and Jo Hines, is very keen on nurturing Holding the Silence at St James's, through sessions that are held weekly online and monthly in person. In the midst of a busy city at a turbulent time in history, shared silence is a precious resource.

Congregational Life

We have worked closely with our clergy team on developing congregational life, including liaising with Petra Griffiths around pastoral support, and Joanna Kelly in supporting the outreach teams/projects. The door welcomers continue to greet visitors and community on a Sunday. Their hard work at other events particularly at Christmas was valued and appreciated. We now welcome people at the South Door when its warmer. 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 will be working with the clergy team, Debbie O'Brien and Fiona Notman from the hospitality teams and our wardening team to look at how we continue to thrive during our pilgrimage year (two Easters and a Christmas) at St Pancras. It has been particularly good to see the continued 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, all that happens at SJP, it is sometimes difficult to know who is who and what is going on. Dee has been given access to the calendar on church suite to advertise activities so hopefully you will see a difference. Particularly during this time of change we hope that people feel they can come and talk to us and other members of the PCC at any time.

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 for future SJP communities and the people it serves. As we said at the start of this report, it is wonderful that we have moved on this year to talk about implementation. Dee and Claire along with Deborah Colvin are on the WREN Board that will be overseeing implementation, and good communication and engagement with the congregation is a priority. The WREN Board reports directly to the PCC. In addition the Voice and Community Strategy Group that we mentioned earlier will be focussing on making our pilgrimage work from the point of view of the congregation and our visitors.

In Conclusion

We continue to take pride in being your Church Wardens and in the progress that has been made over the past year. SJP is a busy church about to get busier and we are aware of the need to be mindful about capacity, but it is difficult not to be excited about the future at SJP! We look forward to working with you and getting to know you better in 2026/27 and thank you for your support and encouragement.

Dee Hetherington and Claire Wright

11. Annual Fabric Report 2025

11.1 Faculty Applications

A Faculty was applied for and granted in May 2025 for the interment of the ashes of Dame Gillian Lynne, behind a new memorial plaque located on the north-eastern wall of the nave. The installation and dedication will take place in 2026.

11.2 St James's Church

Work to the new South Door, as the first part of the Wren project began in January and was completed by June of 2025 by Fullers builders. This also included the new access ramp and lamp above the exterior of the door. The Piccadilly lamp over the north door was also removed and renovated by Suggs Ironmongery between January and May.

As part of the initial Wren Project works, scaffolding was erected in the nave during February and the organ removed for restoration by Goetze and Gwynn. The new organ is to be reinstalled at the end of the Wren project.

The nave floor was not cleaned as usual in January because of the pending building works but the jet washing of the Piccadilly Courtyard took place, as usual, in January.

Repairs were undertaken to the marble alter rail, in September, by Taylor Pierce, who were involved in the removal of monuments to allow for the citing of the south door.

The tower clock was repaired and serviced in November by Smith of Derby. New batteries were installed and the issue of the clock chiming ahead of time was corrected.

11.3 The Rectory Building

The old basement Estates Office was cleared out and converted into a new Outreach Office between March and May. It was repainted, carpeted and supplied with new furniture and IT links.

Extensive equipment replacement took place in the kitchen and storeroom including the provision of a new fridge-freezer for the outreach team to help cater for Feast and Sunday Breakfast. A new washing machine was installed in the kitchen and new shelving units installed in the storeroom. Repairs were also made to the cooker, dishwasher and drainage system in the kitchen.

A drop-safe was installed into the Vestry to help with upgrading of security around the collection of cash donations from services and events.

Among usual and planned maintenance, modifications were made to the fire alarm system by Chubb, in both the Rectory building and church to replace the expired Redcare alarm call centre line. The service is now via radio link to a Chubb supplied call centre.

Fire extinguishers were also serviced by TFPS and all electrical appliances were PAT tested.

An up-to-date asbestos survey was conducted in both church and Rectory buildings by Tertra Consulting during May.

The Church and Rectory buildings were given new Fire Risk Assessments by Mark Sharman & Associates in October.

11.4 Garden and Courtyard

The three yearly survey to the trees in the courtyard and garden was undertaken by TMO. All trees are in good condition, but pruning is recommended ahead of the Wren project.

Work was undertaken to secure the fencing that supports the foliage that leans into Jermyn Street.

The garden irrigation system undertook its yearly service.

11.5 The Wren Flat

Installation of a new fire detection system took place in January.

Extensive repairs were made to the system of gas pipes and valves, and the boiler was reconditioned by Jennings Plumbing and Heating, in May and June so the flat could obtain its Gas Safety Certificate. A new washing machine was also installed in May, also by Jennings Plumbing and Heating.

11.6 Closing Remarks

This year's maintenance and upgrades to building fabric maybe some of the last of their kind before the site is closed to allow for the extensive programme of works planned as part of the Wren Project. Some of the upgrades, such as boiler reconditions and repairs to kitchen equipment were done instead of replacing with new equipment, purely as cost saving exercises ahead of the strip-outs that will be required as part of Wren. This approach is, however, always done against the background of what is acceptable from a health and safety standpoint.

Dr Stuart Page
Head of Estates & Operations

12. Deanery Synod Representatives' Report

St James's is represented at Westminster St Margaret's Deanery Synod by Jules Cunningham, Jo Hines and Tracy McKeever. The annual summer garden party was held in the Master's (beautiful) garden on 18th June, after choral evensong at the Temple Church. This is a purely social event, well attended by members from our deanery and also City Deanery, as well as the Bishop of London.

We hosted the next meeting 22nd October. The Standing Committee was reconstituted with Rev Simon Buckley as Chair. Tracy McKeever agreed to serve, so St James's will now have a stronger voice at these events.

Lucy made a presentation on the Wren project, explaining the scope and vision of the project and a tentative timeline. Deborah Colvin then presented an update on environmental work across the deanery and the wider Church of England, and its commitment to achieving net zero carbon by 2030. She gave examples of joint work being done on sustainability in other churches in the deanery and encouraged all churches in the deanery to appoint a parish eco-champion and promote carbon literacy training among their congregations.

On January 28th we met at Causton Street. Rachel Blake MP spoke about her vision for Westminster and the issues she considers priority: housing, inequality, community safety and the withdrawal of families from central London. She then answered questions ranging from the impact on church schools of insufficient funding for children with special educational needs to refugees and asylum seekers and the right of jurors to follow their consciences in all cases. The rest of the agenda covered farewell arrangements for the Bishop of London and the upcoming deanery schools conference.

Sometimes your deanery synod reps have felt unsure about their role and purpose in this group, but it's an essential strand of our mission to speak out on matters that are of concern to St James's; the above brief summary gives an idea of the wide range of topics covered.

Jules Cunningham
Jo Hines
Tracy Mckeever

A message from the Area Dean, Revd Simon Buckley

In March 2025 I was persuaded to accept the request from the Bishop of London to take over the role of Area Dean and am grateful to Fr John Pearson-Hicks for agreeing to act as Area Sub-Dean. We meet with the Area Staff (Bishop, Archdeacons, along with other Area Deans and Finance and Safeguarding Officers for the Two Cities) every month and relay back to that meeting news from the parishes and chaplaincies of our deanery and use it as an opportunity to raise matters of concern that have come to our attention.

The Annual Parochial Meeting is therefore a good moment to thank the clergy and lay representatives of parishes for playing a part, not just in building up their own churches, but of encouraging and supporting their neighbours in ministry. Thank you for hosting meetings and contributing to our life together. It is also an opportunity to remind PCCs and church community that the content of Deanery Synod meetings should reflect the matters that concern the parishes we serve, and so I welcome suggestions of topics for discussion or that speakers might address.

In 2025 we initiated ending our meetings with compline, and that has been well received as a way to bring us together not just for business or fellowship but in relationship to the God who, in Christ, calls us to his service.

With my prayers for your parish in the year ahead,
Fr Simon

13. Election of Deanery Synod Representatives & PCC members. A ballot will be held.

14. Sustainability Report for APCM 2026

14.1 Carbon emissions from energy use and progress towards Net Zero

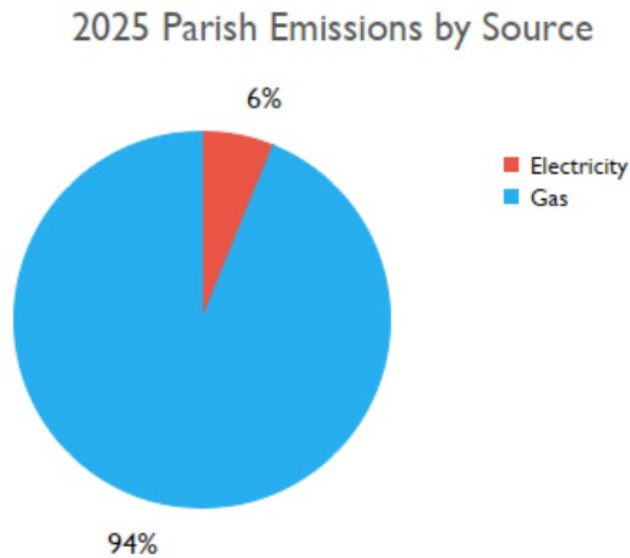
All parts of the Church of England are called upon by Synod ACC Resolutions A17.05 and A17.06 to work to achieve year-on-year reductions in carbon emissions, and to urgently examine what would be required to reach net zero emissions by 2030.

To support this work, individual churches are asked to measure and submit their energy use annually using the Energy Footprint Tool. This helps individual churches have a clear understanding of energy use and cost, how much carbon dioxide they are producing, and how they fit into the national picture. St James's is still one of the highest emitting churches in the country - but high building usage is taken into account. A summary of the raw figures is below.

Energy Footprint Tool data 2025

Electricity used	29 667 kWh
Electricity cost	£9950
<i>Electricity generated by solar PV (estimated maximum amount)</i>	<i>14 130 kWh</i>
Gas used	132 877 kWh
Gas cost	£9739

Gross CO ₂ e emissions*	23.5 tonnes
Net CO ₂ e emissions	15.2 tonnes



*CO₂e = Carbon dioxide equivalent. Different sources of energy produce different types and amounts of greenhouse gases per kWh of energy used, so a carbon dioxide equivalent is calculated for each energy source to allow for comparison.

Some points to consider:

- 23.5 tonnes gross CO₂e* is a substantial decrease on recent years which have shown 40 tonnes or more - a good result!
- A significant part of this reduction is because our supplier is now a C of E accredited 100% renewable electricity supplier so there are no emissions from our electricity use. Overall gas consumption was also less in 2025.
- The gross figure reduces to 15.2 tonnes net CO₂e because of weather adjustments made by the national C of E algorithm.
- Electricity use has remained more or less constant for several years, while gas use still fluctuates quite a lot from year to year - if all goes to plan with Wren, we may have only one or two more years of gas use before heat pumps are installed. This will be accompanied by substantial increases in electricity costs, so it's important to keep reducing usage, and maximizing gain from our own solar PV

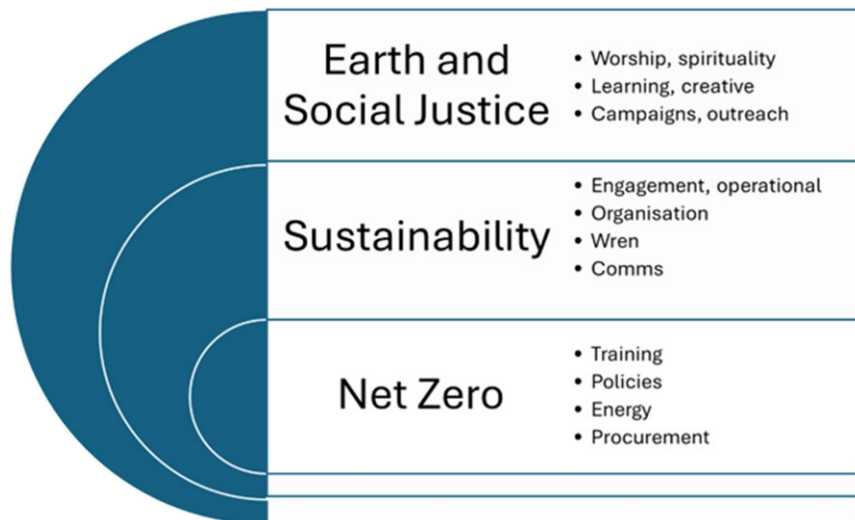
14.2 Wider Sustainability action

Following establishment of a formal Net Zero plan in 2024, and Carbon Literacy training for 21 members of staff and community in 2025, a new Sustainability Group was formally convened towards the end of 2025 with Terms of Reference signed off by the Voice and Community Strategy Group.

Sustainability can be a contested concept. One definition is:

Sustainability is a set of strategies and practices aimed at meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainability is not the same as Net Zero or Earth Justice which are hopefully familiar terms to the St James's community. Both NZ and EJ can be seen as contributing towards a sustainable future. The graphic below lays out a way of thinking about this in St James's context, demonstrating how the work of sustainability reaches across all areas of activity.



How does the Sustainability Group fit with existing structures?

- The Sustainability Group sits in the Faith, Earth and Social Justice strand of the Voice and Community strategy programme. The group advises and reports through the Voice and Community Strategy Group (VCSG) which then reports to the PCC.
- Sustainability impacts every area of organisational activity and there are many relevant operational, educational, comms, spiritual etc. concerns both pre- and post-Wren. The Sustainability Group therefore works with and advise a range of stakeholders across St James's.
- In particular, the group supports implementation of the established Net Zero Plan as well as the wider aims of Earth and Social Justice

Sustainability Group Membership for 2025 - 2026

Dee Hetherington (Churchwarden), Deborah Colvin (Earth Justice Lead)

Members: Trevor Lines (PCC), Charlottle Orrell-Jones (Staff), Gwenda Walters (Congregation and Feast volunteer), Audrey da Costa (Congregation and Garden volunteer)

Objectives for 2025 -2026

- Support the Net Zero team in achieving net zero by 2030
- Support lay/volunteer activity including strategic implementation of Carbon Literacy pledges e.g. pledges relating to management of food waste and recycling

- Recommend and develop practical initiatives to reduce the church's wider environmental impact.
- Support working towards relevant frameworks and accreditations e.g. Eco Church, Carbon Literacy, Green Flag, Westminster Sustainable City Charter
- Promote awareness and theological reflection
- Leverage engagement from all parts of the St James's community
- Monitor and report progress on sustainability commitments to the Voice and Community Strategy Group (VCSG).
- Keep staff, congregation and wider community updated with initiatives, progress and opportunities

Actions

The group meets quarterly and is focussed on one strategy programme for each quarter of the year. Actions to date have been largely focussed on the work of Programmes 1 and 2 (Voice and Community)

- Ongoing support for implementation of individual pledges following Carbon Literacy training e.g. Energy and Bank Switch campaign during Season of Creation
- Trialling ways to reduce service sheets and paper use
- Replacing single use cups with reusable ones
- Ongoing efforts to manage food waste and recycling more sustainably
- Establishing web page and communication channels
- Input to Wren Project board
- Carbon Literacy for Congregations training, including participants from the Two Cities churches (Westminster and City of London)
- Ongoing action on net zero plan:

Summary Net Zero Plan (pre-Wren) with 2025 actions

Led by Head of Estates with support from Dee Hetherington (Churchwarden) and Deborah Colvin (Earth Justice Lead)

- **Policy review** to ensure net zero / sustainability embedded within all policies
- **Training** - especially wider Net Zero and sustainability targets, and implementing policies
- Move to 100% **renewable energy, including maximizing effectiveness of our own solar PV**
- Overhaul of **procurement and supply** chains according to policy
- **Reporting / monitoring** - through Voice and Community Strategy Group

Energy Footprint Tool report

This national Church of England initiative asks churches to measure and submit their energy use annually. This helps churches have a clear understanding of energy use and costs and how these can be reduced, how much carbon dioxide they are producing, and how they fit into the national picture. St James's is still one of the highest emitting churches in the country - but high building usage is accounted for. The raw figures are below. Some points to consider:

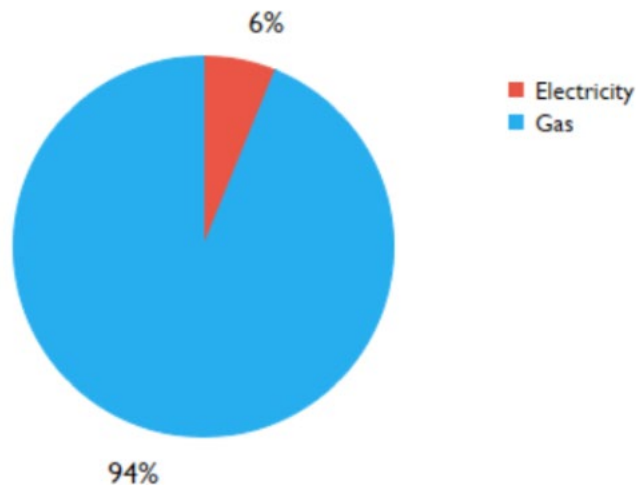
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Overall gas consumption was also less in 2025.

- The gross figure reduces to 15.2 tonnes net CO₂e because of weather adjustments made by the national C of E algorithm.
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2025 Parish Emissions by Source



*CO₂e = Carbon dioxide equivalent. Different sources of energy produce different types and amounts of greenhouse gases per kWh, so a carbon dioxide equivalent is calculated for each energy source to allow for comparison.

15. Safeguarding Report

(last report was given at 18th May 2025 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 quarterly at PCC meetings as this is a standing agenda item. Safeguarding is a standing agenda item on each PCC meeting.

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. In the last year, we have improved our visibility of these sections on the website and ensured that safeguarding details are included in each Weekly Update. 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 (Parish Safeguarding Officer). These roles have specific responsibilities for safeguarding including but not limited to site and events safety, administration, pastoral care, and training.

The PSO attends a meeting of the PCC annually which took place on 16th March 2026. This is to ensure ongoing oversight of safeguarding practices and strategic direction. At the PCC meeting, areas for strategic direction, which will be addressed in the quarterly meetings were:

- Ensuring a regular timetable of congregation-wide safeguarding training events which are accessible, engaging, and informed by the conditions of SJP's environment.
- Ensuring the safeguarding implications of the relocation to St Pancras site are fully considered and proactively addressed.
- Increasing visibility of key safeguarding contacts through different kinds of congregational engagement.

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

- The Diocesan Safeguarding Dashboard. This is 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 quarterly to the PCC.
 - o The Outreach Projects and Partnerships Manager is managing the database which ensures compliance in the dashboard. The PSO and the Outreach Projects and

Partnership Manager will meet quarterly going forward to reconcile the data for inputting into the system.

- The safeguarding email account (safeguarding@sjp.org.uk), used for ongoing safeguarding matters and general reporting of concerns is now accessible only by the PSO.
- MyConcern, the Church of England's preferred safeguarding software with a high nationwide reputation in many institutions including education and places of worship. MyConcern allows SJP to keep appropriate safeguarding records in a secure environment.
 - o The work to ensure the use of this platform across all SJP activities remains ongoing, with additional training needs that have been identified.
- Ensuring safeguarding training is prioritised 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.
 - o In addition to Church of England training, which is required for some roles, SJP has designed and delivered training that is bespoke for our Food Outreach Projects. This is delivered by the PSO and the Outreach Projects and Partnerships Manager.
- 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'.
 - o The renewal process for existing risk assessments and ensuring completion of new risk assessments is the responsibility of the Outreach Projects and Partnerships Manager. Event leaders complete the risk assessments, with support, so that they are aware of the risks they are managing and mitigating.
- Through the Head of Estates and the Verger Team 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.](#)

If the risk is immediate and requires an emergency response always dial 999.

If you have witnessed abuse (including self-neglect) whilst you are in connection with SJP please contact:

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

If you would prefer to a safeguarding professional external to SJP:

Diocesan Safeguarding Team: 020 7932 1224
ThirtyOne:Eight 24 hour helpline: 0845 1204550

ThirtyOne:Eight is a membership organization which provides safeguarding support to churches. The Diocese of London is a member and when accessing the helpline this should be identified in order to receive the support.

If you would prefer to contact Westminster City Council directly:

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
11/05/26