



PETERBOROUGH CULTURAL ALLIANCE
25 MAY AT 1130 IN PERSON AT ARU
Meet in reception at 1125

A G E N D A

1	Introductions and apologies	1130
2	Notes of last meeting	1140
3	Expression of Interest	1145
	3.1 Update since the last meeting inc 2 meetings with ACE	
	3.2 Submission of EOI	
4	Financial Update and budget	
	4.1 Spreadsheet of Budget to March 2026	1200
	4.2 Financial administration and invoice management	
5	Evaluation	1215
	<i>Verbal following the email circulated last week. Please complete the doodle poll at https://doodle.com/meeting/participate/id/dwK4y1md. (thanks to Kate, Karima, Ivan, Dave and Jamie who have done this already.)</i>	
6	Recruitment (verbal)	1225
7	Updates:	1230
	<ul style="list-style-type: none"> • Peterborough Festival • ACE visit • Data • Collective 	
8.	Comms (NP/PH)	1245
9.	Upcoming dates including meetings post June	1250
10.	AOB	1255

Item	Attachment (items marked with an asterisk are in the second mailing)
2	PCA Notes 270423
3	V10 previously circulated
4	PCA Budget 22-24 v4; (<i>not attached to published papers as very unwieldy available on request but always check for later versions</i>) Peterborough Cultural Alliance - Financial Administration Briefing Paper
7	PCA Report- Emilia @ The Collective



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27 APRIL AT 1130

NOTES

1 Introductions and apologies

Present: Kate, Natalie, Penny, Liz, Stephanie, Ally, Ruth, Ivan, Sarah, Caroline, Karima

8 Notes of last meeting - agreed

9 Financial Update and budget

Discussed proposal and importance of written agreement. This is a delicate situation.

Data – we should go for the basic package with Indigo to get moving but stagger the other elements. Sarah and Sarah to work on what possible within current allocations. The value of accessibility and focus of the data was emphasised and is part of the value we expect Indigo to bring. The value of how this is presented to non-data specialists will be particularly important. **LK** to join the sub-group.

Evaluation: discussed approach to this, including possibility of an evaluator interviewing Alliance members individually and as a proto-organisation. This would help the incoming Director as well, and be helpful to have interviews with MCAF and the Collective as well and include people who've asked to join the Alliance as well. This brief would ask to reflect on what this is, what it takes to make one and an external reflection on strengths and weaknesses and what it takes. Suggestions for evaluators to be passed to Sarah – **ALL**

10 Recruitment

Sarah H reported on the interviews and felt they were all valuable and are coming back for second interviews. Big range of backgrounds and approaches, working at very different levels.

24 May shortlisted interviews discussed: agreed that we want them to meet as many people as possible at lunchtime. Definitely want them to meet at Board level and drill down into how they will deliver, especially in the face of the challenges – but also want someone who can bridge relationships with community groups. Useful to split Board members so they can observe across the informal conversation and feed it into the decisions making process. At least some people need to be in both sessions so there is not duplication.

Presentation – Board plus stakeholders

Questions with Stakeholders (with Alliance members gathering responses)

Formal questions – small panel of Alliance Members

Lunch – everyone

Repeat

Wash up.

11 The Collaborative Programme



See item 6

12 Expression of Interest

Agreed to explore other places who have applied for the funding, both successful and unsuccessful. Before the final submission, we will need to check the cash flow for match funding.

Make sure we tell the story of where we've been and evidence of need: showing the working and Our key values - especially how we are concerned to maintain momentum, are crucial

13 Comms (NP/PH) – little to add at this point

14 Peterborough Festival & ACE visit – Alliance presence (verbal updates)

Launch of Peterborough Celebrates noted. Payment arrangements discussed



Financial Administration Briefing Paper

Nene Park Trust (NPT) will continue to act as the financial administrators for Peterborough Cultural Alliance at least until it has set itself up as a CIC. Income and expenditure in relation to the current SPF grant and, if successful, the Arts Council Place Partnership fund will flow through Nene Park Trust accounts in order for it to be recognised by the funders as eligible spend/income. This short paper gives guidance on the process that PCA members should follow to ensure swift payment of project invoices.

Invoicing

When arranging payment to a supplier or contractor, or when you require payment/reimbursement to your own organisation from project funds, please ensure the invoice is addressed as follows:

Adrian Oates Nene Park Trust Ham Farm House Ham Lane Peterborough PE2 5UU

To ensure the invoice can be processed quickly, the invoice should also include the following:

- The word 'invoice' on it
- A unique identification number
- The date of the invoice
- Name, address and contact information of the payee
- A clear description of what is being charged for
- The date(s) the goods or service were provided (supply date)
- The amount(s) being charged
- VAT amount if applicable
- The total amount owed
- (Ideally) the payee's banking details, especially if NPT has not paid them before, although

these can be provided separately if preferred

Further, to help us assign expenditure to the correct project budget lines and thus monitor spend against budget effectively, please could you write/type the relevant code on the invoice or on the email when forwarding the invoice:

Budget Line	Code	Budget Line	Code
Support until recruitment	SUP	Data framework & EIA	DAT
PCA Director recruitment	DRE	Comms, PR and branding	COM
PCA Director salary	DIR	Support to Peterborough Collective	SPC
Governance, set-up & office costs	GOV	Support to Culture Forum	SCF
PCA Team recruitment	TRE	Support to Multicultural Arts Forum	SMF
PCA Team salaries	TEA	Project Evaluation	EVA
		Other / Contingency	CTN

If an invoice covers more than one code, please state the amount per code on the invoice or in the email. If you do not know which code to use send the invoice for payment anyway, but the more that can be coded at source, the easier it will be to track project spend.



Once an invoice is ready, please forward it to the PCA Director (or in their absence Sarah Haythornthwaite or Kate Hall) who will forward the invoice to adrian.oates@neneparktrust.org.uk with confirmation they authorise payment.

If this is the first time the payee has requested payment from Nene Park Trust, we will send them a short questionnaire to fill in so their details can be added to our finance system. Payment cannot be made until the questionnaire has been returned.

NPT Payment runs are made twice a month, normally on the first and third Friday of each month. We will try to pay the invoice on the subsequent payment run after submission of the invoice and once all paperwork has been completed, but this may not always be possible. We will try and meet reasonable payment terms, however If no payment terms are written on the invoice we will assume 28 day terms.

Purchase Orders

If you are entering into a contract with a supplier or contractor that will be paid over a series of invoices, a Purchase Order can be raised to further expedite payment. Please send the following information to adrian.oates@neneparktrust.org.uk, who can arrange for a Purchase Order to be raised:

Name, address and contact details of supplier / contractor

- Total contract amount
- VAT amount if applicable
- Total amount to be paid
- Project code(s)

Procurement

Although at the time of writing we are still awaiting full details of the contractual obligations regarding the SPF grant, it is assumed there will be strict rules that must be followed when procuring goods or services. In the absence of SPF rules, we ought to follow NPT Financial Regulations as follows:

- Any purchases/contracts under £5,000 can be made on the basis of a single quote.
- Three quotes should be obtained for purchases/contracts between £5,000 and £24,999.
- A tender procedure should be used, concluding in a comparison between at least three

submitted tenders, for purchases/contracts over £25,000

There are a number of caveats that can be considered if for any reason the above regulations cannot be followed, however we should try and ensure procurement along the lines established above is undertaken for as many relevant purchases/contracts as possible. Please retain all quote/tender paperwork and make

The logo for Peterborough Cultural Alliance features several overlapping, semi-transparent lines in various colors (pink, yellow, grey, blue, green, red) that create a sense of movement and depth. Below the lines, the text "PETERBOROUGH CULTURAL ALLIANCE" is written in a bold, sans-serif font, with each letter in a different color corresponding to the lines above.

PETERBOROUGH CULTURAL ALLIANCE

this documentation available to the PCA Director and/or Nene Park Trust if requested.

Financial Reporting

Nene Park Trust will submit a financial report showing spend against budget for monitoring purposes every 8 weeks. These reports will be submitted for discussion at alternate Peterborough Cultural Alliance meetings.

VAT

Because HMRC views any grant-funded expenditure incurred by NPT as 'non-business' expenditure, we are unable to reclaim the VAT on any transactions relating to this project. Thus the gross cost (including any VAT) must be taken into account when monitoring project spend.

If you have any questions about this briefing, or need clarification over any other financial aspect regarding the project, please do contact adrian.oates@neneparktrust.org.uk.

Adrian Oates

Head of Fundraising, Nene Park Trust May 2023



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Emilia's Report for PCA Meeting:
26th May 2023

I send apologies for my absence.

The Peterborough Collective have completed their branding which I will attach below. We will soon have social media pages set up including, a Facebook, Instagram and Linked in page.

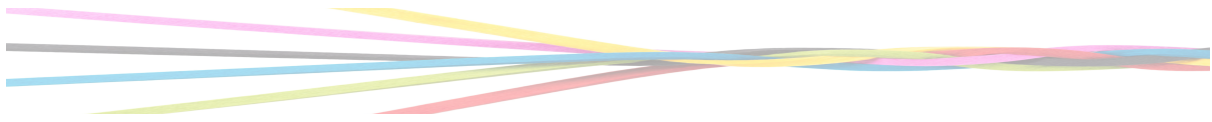
The Artist Development Project that we have been working on is deep into the planning process and we are soon to confirm dates in which we will be delivering these workshops at Stanground Academy secondary school in early July. In order to support these workshops, Cerys and I have booked onto Arts Award Training which means we will be able to offer Arts Award as an extra bonus.

We have updated our recruitment brief and application process and Ally will forward these onto you in order for those of you who can, to share to necessary channels.

Main Logo:



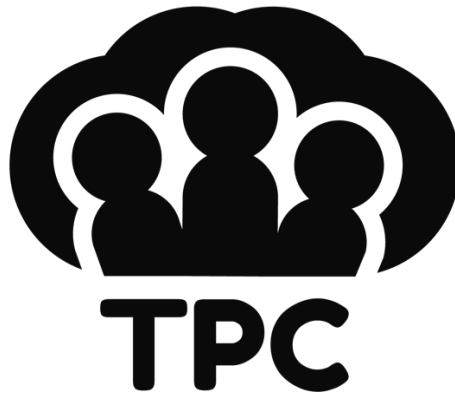
Secondary Logo:



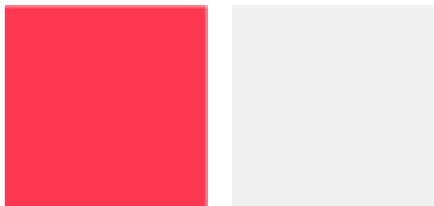
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Mono Variations:



Colour Scheme:





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