



# **Peterborough Council *for* Voluntary Service**

# Thinking about joining us...?

## Information for prospective new members

# Peterborough Council *for* Voluntary Service

PCVS is a voluntary sector member organisation that was established over 25 years ago by local charities as a network of support to help strengthen the sector.

Based in the city centre on Lincoln Road, we have a membership of over 500 groups. We have 4 main core functions:

- Services and support for local voluntary and community organisations
- Liaison
- Representation (enabling)
- Development Work

We also provide a range of practical services from word processing to meeting room hire and we circulate a monthly newsletter 'Memo'.

Once affiliated you will be included in our group directory and receive our monthly newsletter, plus have unlimited access to our services.

PCVS also manages a number of projects, including:

- Peterborough Volunteer Centre
- Peterborough Carers Centre and Advocacy
- Peterborough Shopmobility
- Direct Payments Support Service

# How we can support you and the voluntary and community sector...

## How we can support you and the voluntary and community sector

- Providing support such as information, advice and training
- Identifying new needs and developing initiatives for meeting them
- Promoting partnership between statutory and voluntary sectors in the delivery of welfare and other services
- Supporting innovation, accountability and good practice in local services
- Encouraging local organisations and groups to put forward their views on local and national policies and decisions
- Creating and promoting forums and channels used by government and other bodies to consult the community
- Providing this support in a special ways and with particular values, working with people, groups and communities in a flexible, open way and challenging inequality
- Provide practical support with office services and administration, payroll, year end book-keeping and training

# Our services for you...

PCVS is an organisation that provides information, advice and support to any voluntary group or organisation in and around the Peterborough area.

PCVS is a member of the National Council for Voluntary Organisations (NCVO) so therefore we are able to provide the most up-to-date information obtained through this network.

The services we provide include:

- Information, advice and support on any issues that may concern you regarding the voluntary sector, for example setting up a new group, becoming a registered charity, the Charities Act, Charity and Employment law, general funding etc.
- Membership Directory: The directory lists all our member groups in A-Z format. Directories can be purchased as a hard copy for £5.00 or free of charge for electronic copies. The Membership Directory is updated annually.
- Memo! Our monthly newsletter is circulated to all of our members and includes local and national sector news and information. Our members can submit articles relating to their organisation free of charge.
- Meeting Room Hire: We have two meeting rooms which can be booked out 7 days per week. Our building has full disabled access.

- Book Keeping: PCVS provides a book-keeping service which includes monthly salaries and year end book-keeping.
- Practical Services: We provide photocopying, word-processing, leaflet and poster design, collating and guillotining etc all at very reasonable prices.
- Stationary Sales: We can order anything from our stationary catalogue for you, usually with next day delivery. We also keep some stock items for example envelopes and paper.
- Postal Address: Members are able to use the PCVS postal address and we can forward the mail to you. This is particularly advantageous to any group who does not have an organisation base or the facilities.
- PCVS acts as an umbrella organisation in Peterborough with local authorities, national organisations, funding bodies and local government and will work specifically for your organisation on any of these issues.



# Get in touch with us...

**Peterborough Council for Voluntary Service  
3 Lincoln Court  
Lincoln Road  
Peterborough  
PE1 2RP**

**Telephone: 01733 342683  
Email: [pcvs@pcvs.co.uk](mailto:pcvs@pcvs.co.uk)  
Web: [www.pcvs.co.uk](http://www.pcvs.co.uk)**

## Opening Times:

Monday	9.00am to 5.00pm
Tuesday	9.00am to 5.00pm
Wednesday	9.00am to 5.00pm
Thursday	9.00am to 5.00pm
Friday	9.00am to 1.00pm

John Cunningham  
General Secretary  
[John.cunningham@pcvs.co.uk](mailto:John.cunningham@pcvs.co.uk)

Sarah Fletcher  
Assistant General Secretary  
[Sarah.fletcher@pcvs.co.uk](mailto:Sarah.fletcher@pcvs.co.uk)

Naomi Jones  
Involvement Officer  
[Naomi.jones@pcvs.co.uk](mailto:Naomi.jones@pcvs.co.uk)

Ben Turner  
Centre Administrator  
[Ben.turner@pcvs.co.uk](mailto:Ben.turner@pcvs.co.uk)

Lorraine White  
Receptionist  
[reception@pcvs.co.uk](mailto:reception@pcvs.co.uk)

Mary Haddon  
Receptionist  
[reception@pcvs.co.uk](mailto:reception@pcvs.co.uk)

Registered Charity Number: 299823

Peterborough Council for Voluntary Service is registered in England as a company by limited guarantee . Registered Number is: 2119687



# Join us...

Name of Organisation:

Name of contact:

Position (if applicable):

Address:

Postcode:

Telephone:

Organisation Email:

Organisation Website:

Your email address within organisation (if applicable):

Please give us a brief overview of your organisation & its activities:



Please select **one** of the following classifications which best fits your group:

- |   |  |
|---|--|
| <input type="checkbox"/> Animals                          | <input type="checkbox"/> Homeless and Housing            |
| <input type="checkbox"/> Arts, Culture and Heritage       | <input type="checkbox"/> Human and Civil Rights          |
| <input type="checkbox"/> Children                         | <input type="checkbox"/> International Aid               |
| <input type="checkbox"/> Disability                       | <input type="checkbox"/> Legal Aid and Justice           |
| <input type="checkbox"/> Disaster Relief                  | <input type="checkbox"/> Mental Health                   |
| <input type="checkbox"/> Domestic Violence                | <input type="checkbox"/> Mentoring                       |
| <input type="checkbox"/> Drugs and Addictions             | <input type="checkbox"/> Museums                         |
| <input type="checkbox"/> Education and Literacy           | <input type="checkbox"/> Politics                        |
| <input type="checkbox"/> Elderly                          | <input type="checkbox"/> Prisoners and Ex-Offenders      |
| <input type="checkbox"/> Emergency Services               | <input type="checkbox"/> Race and Ethnicity and Refugees |
| <input type="checkbox"/> Employment                       | <input type="checkbox"/> Religion                        |
| <input type="checkbox"/> Environment                      | <input type="checkbox"/> Residents Association           |
| <input type="checkbox"/> Families                         | <input type="checkbox"/> Sport and Outdoor Activities    |
| <input type="checkbox"/> Gay, Lesbian, Bi and Transsexual | <input type="checkbox"/> Women's Groups                  |
| <input type="checkbox"/> Health and Hospital and Hospices | <input type="checkbox"/> Youth                           |



**PTO**

# Join us... You're nearly there!

Would you like to receive our monthly newsletter? Yes / No  
(Please circle)

Would you like your groups details to be included in the Membership Directory? Yes / No  
(Please circle)

Please can you give one other member of your groups details, eg. Chairperson, Secretary or Treasurer:

Name:

Position:

Address:

Telephone:

**Please enclose with the application:**

- A copy of the constitution or statement of your organisation's aims and objectives eg. promotional leaflet**

For Office Use Only

Constitution Received

Confirmation Sent

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

We understand that Peterborough Council for Voluntary Service exists to advise, guide and assist the wide variety of voluntary organisations and community groups existing in the area.

We undertake to keep PCVS informed of any changes in the premises, officers or representatives of our organisation.

Signed:

Date:

**Please return the completed form to Sarah Fletcher  
PCVS, 3 Lincoln Court, Lincoln Road, Peterborough. PE1 2RP**