

## HCAG notes

### Last meeting: Wednesday 5<sup>th</sup> June 2024

#### 1. Recruiting trustees

The working group have worked up a job specification/application pack for trustees. The application pack for trustees was agreed with no changes to be made. The working group proposed the recruitment process for trustees which was approved by the group.

We are looking for trustees from across the community and actively encourage applications from individuals of all ages, ethnicities/nationalities, genders, sexual orientations, faiths, disabilities and other protected characteristics. Trustees to send their expressions of interest by 5<sup>th</sup> July. Interviews will take place on 16<sup>th</sup> July and then applicants will be notified if they have been successful or not later that week. Referees for the successful candidates will then be contacted with a view to trustees signing a declaration at the end of July/beginning of August. This will enable us to apply to the Charity Commission to become a Charitable Incorporated Organisation as soon as trustees are in place with a view to becoming a charity by the end of September/beginning of October subject to any delays. Trustees have to be in place before an application to the Charity Commission can be made. Trustees will be subject to a 3 month probationary period and an enhanced DBS check which cannot be done until the organisation becomes a CIO. As volunteers for the organisation, these checks are free of charge.

#### Trustee Interviews

A group of members (not applying to become trustees) will interview trustee candidates on 16<sup>th</sup> July. Volunteers needed to be part of this panel.

#### 2. Communications

Approval was given for the leaflet re HCAG info/recruitment events pending a couple of minor changes. The leaflet contains a QR code which links to HCAG's new website. Phil kindly sorted out the domain - haylecommunityactiongroup.org and hosting which has been paid for by IT West until the group has funds. Julie will ensure that there is information on the website until she can write all of the content for the whole website so that anyone interested in being a trustee can download the application pack and find out some information about the aims of the group, etc.

David G to distribute copies of the leaflet in Copperhouse. Julie to distribute copies in Foundry and to the industrial estates.

It was agreed that the email address for HCAG will be [team@haylecommunityactiongroup.org](mailto:team@haylecommunityactiongroup.org)  
Julie will monitor this email address (which is currently being forwarded to her email account at HTC).

It was agreed that the group's database would be held on Mailchimp which offers a free account for up to 500 people.

#### 3. Code of Conduct for Trustees – approval

The working group have worked up a code of conduct that will be included in the trustee handbook. This was agreed by the group. This code of conduct could also be adapted for members.

#### 4. Info/Recruitment events

It was decided that the recruitment events for trustees and new members should be kept quite simple so as not to overwhelm anyone that attends. There will be two events held at Hayle Library:

Weds 19<sup>th</sup> June 7 – 9pm

Thurs 20<sup>th</sup> June 10.30am – 12.30pm

People can just drop by for a short time to answer questions. Refreshments will be provided. It was agreed that we would have 2 -3 people from the group available to answer questions about the work of the group.

Julie will prepare some information slides that will be projected and people will be able to sign up to the database/to show their interest in becoming a member.

Volunteers are needed for both events.

## 5. Membership

The group discussed how much membership of the group should be and agreed that it will be £10.

Membership fees should cover the hosting/domain for the website along with room hire costs for meetings (if anywhere other than Hayle Community Centre which is owned by Hayle Town Council who do not charge HCAG).

## 6. Travel and Movement Workshop

The travel and movement workshop being led by Cornwall Council officers is due to take place on Monday 10<sup>th</sup> June (6-9pm). The workshop may need to be postponed due to the guidance around council activity in the pre-election period. Julie will notify the group if it has to be rescheduled. The decision is being made by Cornwall Council officers.

## 7. AOB

1. Next meeting – Tuesday 9<sup>th</sup> July 2024 (Hayle Community Centre) No meeting in August.
2. HCAG newsletter – date for content submissions (for July/August issue): 21<sup>st</sup> June
3. Hayle Town Council is planning an Arts event in October 2024. It is being planned with a group of people that are artists or who run arts-based businesses in Hayle. "Reflections of Hayle: Telling Our Yarns" will feature a variety of workshops, an art gallery showcasing local talent, and a weekend filled with music, theatre, and food. The theme centres around collecting stories of Hayle from across the community including across generations. We aim to gather memories and experiences from residents to create a unique piece of artwork that reflects our community's rich history and vibrant culture. The group are looking for enthusiastic individuals to help deliver this event including artists, musicians, food vendors and more. The group are working on a collaborative crochet project and are asking for people to crochet objects on various themes as well as simple squares. There will be collection boxes in approximately three places in the town. Get in touch with Julie if interested in being part of the event.

## Actions:

**Julie:** Circulate notes from the meeting to the wider group.

Update the group about whether the travel workshop is going ahead.

Create relevant pages on the website to provide information for prospective trustees.

Amend the leaflet to be handed out at events and get printed. Notify David and Phil when ready to collect from HTC office.

Create powerpoint slides for recruitment events.

Send press release to local media (including Hayle Pump, Curnow's Hayle, St Ives Local, St Ives Times) re recruiting trustees.

**Flo and Julie:** Liaise with each other to send trustee application pack to various groups to target different sections of the community.

**All:** Let Julie know if you are available to help out at either of the recruitment events on Weds 19<sup>th</sup> June 7 – 9pm and Thurs 20<sup>th</sup> June 10.30am – 12.30pm.

Let Julie know if you are willing to be part of the interview panel for trustees.

Let Julie know if you would like to be part of the arts event by offering a workshop, providing food or something else.

Share the information about becoming a trustee with anyone you know and encourage people to get involved.

If you are interested in becoming a trustee, read through the application pack and send in your expression of interest by 5<sup>th</sup> July.

Send Julie any content for the next newsletter including summer events.

**Next meeting:**

**7pm Tuesday 9<sup>th</sup> July 2024 in the Assembly Room at Hayle Community Centre**