

## HCAG notes

### Last meeting: Tuesday 7<sup>th</sup> May 2024

#### 1. Constitution Update

There have been no queries about the constitution since it was circulated so we now have an agreed constitution! Thank you to everyone involved, particularly the working group and everyone who worked through the constitution questions at the last meeting.

#### 2. Update from CIO Working Group

Members of the working group preparing the application to the Charity Commission gave an update about their progress with the process of becoming a CIO. Key points:

- Writing job specification/advert/induction pack for trustees. The working group will send out the trustee job spec to members prior to the next meeting for us to be able to agree it on 5<sup>th</sup> June
- Trustees have to be in place before we can apply to become a CIO.
- Prospective trustees write or video a brief expression of interest + supply the contact details for two references.
- Prospective trustees will then go through a brief interview with a group of members before the group of members decides who will be appointed as trustees.
- Require volunteers (anyone not interested in becoming a trustee) to be part of interview panel – let Julie know if you are interested.
- Will approach groups that can assist with us reaching a diverse range of candidates (as trustees and members). We have been looking at protected characteristics as well as who is currently not represented within the membership of the group as there are clearly gaps.
- Creating flowcharts for decision-making to help members/trustees understand the Association model of a CIO in relation to decisions and who makes them.
- Timeline for appointing trustees/application to Charity Commission:
  - ❖ 5<sup>th</sup> July – Deadline for expressions of interest (written or video) to become a trustee
  - ❖ 15<sup>th</sup> July Interview week for prospective trustees
  - ❖ Beginning of August – Trustees notified and sign declaration
  - ❖ August – apply to the Charity Commission (takes approximately 45 days to become a CIO)
- The working group will be meeting again on **Weds 28th May at 5.30pm** if anyone else would like to be part of the working group.

#### 3. Recruiting members/trustees

We need to work out how to recruit members and trustees to the group from across the whole community. At the previous meeting various events were suggested. We discussed the need to consider:

- Who we are trying to reach
- Timing of the day
- Piggybacking off other events
- what information will people need?
- Needs to fit with our timeline for our application to Charity Commission
- Who will be involved (volunteers needed)

It was decided that we should create a leaflet that can be left in hospitality businesses and Hayle Library in the town that includes a QR code to our new website.

#### Recruitment events

The group discussed events that people can attend to find out about HCAG so that they can ask about the trustee role and becoming a member.

- The group agreed that we should run two events the week of 17<sup>th</sup> June at Hayle Library (a coffee morning event and a separate evening event). Volunteers needed to help host the event and answer questions.
- Possibly hand out leaflets at Hayle Carnival although it was highlighted that it is an event that has a number of people from out of town attending.
- HCAG to have a stall at the Lions event in August (volunteers needed for this)
- Members of the group agreed to visit specific businesses to encourage them to be part of the group and be part of the working groups.

#### 4. Website and email

Phil has kindly offered to set up a website and single user Microsoft 365 account (@ £4.90 per month) for HCAG. HayleCommunityActionGroup.org is available (£17 per year for domain name). The group agreed for Phil to set up the website and 365 account (which will give us a managed email, icloud storage and the ability to share and collaborate on files). Phil has agreed that IT West will cover the costs initially until the group is in a position to pay (once membership fees are established).

Julie is putting together a sitemap for the website and will work on putting together the content to get the website up and running ready for launch of HCAG as a CIO.

#### 5. Travel and Movement Projects Update

Cornwall Council Officers have agreed to lead a or some workshops to progress projects around travel and movement in the town. The group decided that one 3 hour workshop would be preferable. Anyone is welcome to be part of this working group and it will include the people who have already signed up for the working groups for Copperhouse, Foundry and Hayle Railway Station. The workshop will take place on Monday 10<sup>th</sup> June 6pm – 9pm. People will be asked to bring along a dish of food for sharing so that people will get to eat during the break. Due to limitations on numbers, places will have to be allocated on a first come first served basis.

## AOB

1. **Next meeting** – 7pm 5<sup>th</sup> June 2024 (Annex, Hayle Day Care Centre)
2. **Business events:** Business Networking Breakfast 16<sup>th</sup> May, 13<sup>th</sup> June, 11<sup>th</sup> July (8am – 9.30am) and Coffee Morning for Creatives Tuesday 21<sup>st</sup> May, 25<sup>th</sup> June, 16<sup>th</sup> July 10.30am – 12pm. Venues TBC – check HTC website for more information.
3. **HCAG newsletter** – date for content submissions (for July/August issue): 21<sup>st</sup> June

#### Meeting/event dates for 2024:

Date/Time	Who?	Venue	Content
Tues 28 <sup>th</sup> May 5.30pm	CIO Working Group	Assembly Room, Hayle Community Centre	CIO Working Group: looking at the process for trustees, onboarding/recruiting new members, Charity Commission application
Weds 5 <sup>th</sup> June 7pm	Whole Group	Annex, Hayle Day Care Centre	Agreeing Trustee job specification/event planning for recruiting members/trustees/publication of travel and movement workshop/s agenda
Mon 10 <sup>th</sup> June 6pm – 9pm	Travel and Movement Working Group (including Foundry, Copperhouse and Hayle Railway Station)	TBC	Workshop led by Cornwall Council Officers. Travel and Movement in Hayle.
Weds 19 <sup>th</sup> June 7 - 9pm	Volunteers	Hayle Library	
Thurs 20 <sup>th</sup> June 10.30am – 12.30pm	Volunteers	Hayle Library	
Tues 9 <sup>th</sup> July 7pm	Whole Group	Annex, Hayle Day Care Centre	

Weds 11 <sup>th</sup> September 7pm	Whole Group	Assembly Room, Hayle Community Centre	
Tues 8 <sup>th</sup> October 7pm	Whole Group	Annex, Hayle Day Care Centre	Welcome to new members/launching as a CIO?
Weds 13 <sup>th</sup> November 7pm	Whole Group	Assembly Room, Hayle Community Centre	
Tues 10 <sup>th</sup> December 7pm	Whole Group	Annex, Hayle Day Care Centre	Christmas get-together

## Actions:

- Julie:** Circulate notes from the meeting to the wider group.  
Send out request for expressions of interest for workshop around travel and movement.  
Ask Phil to go ahead with buying the domain and setting up website and Microsoft 365 account.  
Create a leaflet to be handed out at events to include a QR code to new website where there will be more information about the group.  
Prepare press release for local media (including Hayle Pump, Curnow's Hayle, St Ives Local, St Ives Times)
- All:** Let Julie know your expressions of interest for being involved in the travel and movement workshop being held on 10<sup>th</sup> June (6 – 9pm)  
Let Julie know if you would like to join the working group to assist with the process of applying to the Charity Commission

## Next meeting:

**7pm Wednesday 5<sup>th</sup> June 2024 in the Annex at Hayle Day Care Centre**