

Hayle Community Action Group

Community Benefit Society Constitution

Hayle, Cornwall

Date: 28 November 2025

This constitution sets out the governance framework for Hayle Community Action Group (HCAG), a Community Benefit Society (CBS) registered under the Co-operative and Community Benefit Societies Act 2014. HCAG operates for the benefit of the community of Hayle and is regulated by the Financial Conduct Authority (FCA).

1 Name (Model Rule Reference: Rule 1)

The name of the Society shall be Hayle Community Action Group.

2 National location of principal office

The principal office of the CBS is:

Hayle Community Centre

58 Queensway

Hayle

Cornwall

TR27 4NX

Registered office:

3 Objects (Model Rule Reference: Rule 4)

The Society is established for the benefit of the community of Hayle and surrounding areas.

Its primary purpose is:

- a) *To implement and maintain the Hayle Town Plan, reviewed every three years.*
- b) *To promote social, economic, and environmental well-being within the defined community.*

The Society shall operate on a not-for-profit basis, reinvesting any surplus for community benefit.

4 Membership (Model Rule Reference: Rules 6–10)

Eligibility:

- a) Individuals aged 13 or over who own or rent a property within 3 miles of Hayle Town Centre.
- b) Organizations operating within the same area may join and appoint one representative

Rights:

- a) Each individual member shall have one vote.
- b) Each member organization shall have one vote, exercised by its representative.

Joining: Membership is by signing up to the mailing list and/or attending meetings

Termination: Membership ceases upon resignation, death, or removal for breach of rules.

5 Governance (Model Rule Reference: Rules 11–18)

General Meetings:

- a) An Annual General Meeting (AGM) shall be held once per year to approve financial statements, elect the committee and membership committee, and review major decisions including Town Plan revisions.
 - b) Special General Meetings may be called by the committee or by 10% of members.
- Committee:

Roles: Chair, Secretary, Treasurer, Safeguarding Officer, Communications Specialist, and up to three additional roles.

Membership Committee: Elected at each AGM to oversee membership applications and compliance.

Committee members serve for two-year terms, renewable by election.

The committee may delegate authority to working parties for specific projects.

6 Powers (Model Rule Reference: Rule 19)

The Society may:

- a) Raise funds through grants, donations, and trading activities.
- b) Employ staff and engage contractors to deliver its objectives.
- c) Acquire, lease, or dispose of property for community benefit.
- d) Enter into partnerships with other organizations.

7 Finance (Model Rule Reference: Rules 20–23)

Financial Year ends on 31 March each year.

Annual accounts shall be prepared in accordance with FCA requirements and presented at the AGM.

Surplus shall be applied solely to community benefit; no distribution to members.

Interest on any member loans or capital shall be limited to a declared maximum rate.

8 Asset Lock (Model Rule Reference: Rule 24)

The income and property of the Society shall be applied solely towards the promotion of its objects and no part shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to members.

On dissolution or winding up of the Society, any remaining assets after payment of debts and liabilities shall not be distributed among members but shall be transferred to:

- a) another Community Benefit Society with similar objects and an asset lock; or
- b) a charity registered in England and Wales with similar objects; or
- c) another body with similar community benefit purposes and an asset lock, as determined by the members at the time of dissolution and approved by the Financial Conduct Authority.

9 Town Plan

The Town Plan shall be reviewed and revised every three years by members at a General Meeting.

10 Safeguarding

The Safeguarding Officer shall:

- a) Maintain and implement a safeguarding policy for children and vulnerable adults.
- b) Ensure all staff and volunteers working with vulnerable groups undergo appropriate checks (e.g., DBS).
- c) Report safeguarding concerns promptly to the committee and relevant authorities.
- d) All members and staff must adhere to the safeguarding policy.
- e) Breaches will result in disciplinary action, including removal from membership or employment.

11 Voting (Model Rule Reference: Rules 14–16)

Quorum for General Meetings shall be at least 10% of members present (in person or online).

Voting shall be one vote per member or organization.

Decisions shall be by simple majority unless otherwise stated (e.g., amendments require two-thirds majority).

Proxy voting is allowed if submitted in writing to the Secretary at least 48 hours before the meeting.

Electronic voting is permitted using secure systems approved by the committee.

12 Conflict of Interest

Committee members and staff must declare any personal or financial interest in matters under discussion.

They must withdraw from decision-making where a conflict exists.

A register of interests shall be maintained by the Secretary.

Failure to declare a conflict may result in removal from office.

13 Dissolution (Model Rule Reference: Rule 25)

Requires a two-thirds majority vote at a General Meeting.

Assets transferred in accordance with the Asset Lock clause.

14 Amendments (Model Rule Reference: Rule 26)

Rules may be amended by a two-thirds majority at a General Meeting, subject to FCA approval.