

## Meeting of Plockton & District Community Trust (PCDT) - Thurs 16 July 2020

Present: Sandra Holmes (SH) (Chair), Alexander Mackenzie (AM), Malcolm Mackenzie (MM), John Maclean (JM), Mary Jane Campbell (MJC), Brian Harvey (BH), Catherine Will (CW), David Skilling (DS), James Camp (JC)

Sandra Holmes welcomed everyone to the first meeting of the Plockton & District Community Trust.

### Membership, GDPR and Phonebook

SH noted the next step for the Trust being membership and managing data in a GDPR compliant way.

**Action: SH to draft a membership form that is GDPR compliant.**

Doing a new Plockton & District phone book had been considered as a project and it was agreed that it could be a useful way to help with the membership drive but we would need to make sure it is GDPR compliant. **Action: BH to discuss with Sarah Bruce and SH to draft a phone book form.**

It was also agreed that we should put a short article in the next issue of the Community Newsletter along with a membership form. **Action: MM to draft a short article.**

### Website

There was a discussion about a website for the Trust and it was agreed that as Plockton already has a tourist site (VisitPlockton) and a community site (Plockton.Org) then PCDT should be part of the community site. It may be best to put all the community activity on [www.plockton.com](http://www.plockton.com) **Action: DS To set up a sub-group to explore this further including speaking to Community Council about co-locating on the site.**

### Cloud / Data Storage

JC talked about using Google Docs to store and access data held by the PDCT. **Action: JC to look into data storage options**

### Bank Account

We need to set up a bank account for the PCDT. **Action: JM to look into this and come back to the group.**

### Accountant

Need to appoint an accountant as formal accounts are required to be submitted to annually. **Action: AM to speak to Ken Livingstone about acting for the PCDT.**

### Insurance

Insurance will be required to cover basic liability for the Trust and volunteering activity etc. **Action: SH to get costings for initial insurance cover.**

### Logo/ Strapline/Mission Statement

Agreed that we should look to develop a logo and mission statement in the coming weeks. SH had collated examples of other Trust's logos as research. **Action: CW to ask Angie Campbell about developing logo.**

### Policies

Once we have elected Trustees we will need a Register of Interests and Conflict of Interest policy. They will be developed in due course.

### Gift Aid

As a charity we need to register for Gift Aid which we will do in due course.

### Collaboration work with Kyle and Lochalsh Development Trust (KLDT)

Agreed that we should help the Community Council to pull together the demography information for Plockton and District to feed into this exercise and that would be very useful information for PDCT to have as a new Trust. **Action: MM will set up a call for himself and SH with Susan Walker of the Kyle Trust. SH will inform Community Council.**

### Participation request to Highland Council re the Carpark and Traffic Management

AM and DS gave quick update on call with Highland Council. A further call will be set up with interested parties in the coming weeks. **Action: AM to pull together list of interested groups for the next meeting and also request that the Participation Request be validated in the name of PDCT.**

### Rural Tourism Infrastructure Fund

Noted that this Fund was available but that our we are not in a position to apply for this round.

### AOB

- SH will speak to Dave McGhie about obtaining any previous plans and ideas for carpark development.
- JM to be reimbursed £40 for flowers bought for the Haven to thank them for hosting our coffee morning in Nov 2019.
- JM mentioned using Good Box as a method of donations and it was agreed this was a good idea and that we would come back to this.

Agreed that we should meet again in 2 weeks or so and AM will send round a doodle poll to agree date.

### Summary of Actions

1. Action: SH to draft a membership form that is GDPR compliant.
2. Action: BH to discuss phone book with Sarah Bruce and SH to draft a phone book form.
3. Action: MM to draft a short article for the Lochalsh newsletter
4. Action: DS To set up a sub-group to explore website further including speaking to Community Council about co-locating on the site.
5. Action: JC to look into data storage options
6. Action: JM to look into setting up a bank account and come back to the group.
7. Action: MM to speak to Ken Livingstone about acting as accountant for the PCDT.
8. Action: SH to get costing for initial insurance cover.
9. Action: CW to ask Angie Campbell about developing logo.
10. Action: MM will set up a call for himself and SH with Susan Walker of the KyleTrust to discuss the Collaboration project. SH will let the Community Council know.
11. Action: AM to pull together list of interested groups for the next meeting on the carpark and traffic management and also request that the Participation Request be validated in the name of PDCT.
12. SH will speak to Dave McGhie about obtaining any previous plans and ideas for carpark development.