

**AGM of the Stonehaven Tolbooth Association**  
**Wednesday 10<sup>th</sup> September 2014**  
**Resource Centre, Stonehaven**

**Agenda**

- 1 Welcome
- 2 Previous AGM minutes
- 3 Chair's Report
- 4 Treasurer's Report
- 6 Election of new Trustees
- 7 AOCB

**Minutes**

**Present.** Andrew Newton, Cressida Coates, Dennis Collie, Clare Thomas, Shona Barclay, Diane Fleming, David Fleming, Bill Emslie, Marjory Edwards, Gwynne Stewart, George Strang, Ian Balgowan, Jim Bruce, Peter Bellarby, Jean Skinner, James Paterson, Bert Fullerton, Raymond Milne, Robin Walker, Tom MacPherson ,

**Apologies.** Liz Johnston, Lynn Zaccarini, Liz Molloy, Rosslyn Marshall, George Geldart

**1 Welcome.** Cressida Coates welcomed all the volunteers to the third AGM of the Stonehaven Tolbooth Association (STA) and invited them to have a glass of wine and some nibbles after the AGM.

**2. Previous AGM minutes.** The Secretary explained that the minutes of the previous AGM had been circulated immediately after the last AGM and had been approved by the members attending. A copy of these minutes was available for inspection by any or all of the members present. It is hoped to continue with this practice with the current AGM as the minutes can be approved whilst events are still fresh in member's mind and not wait 12 months for approval.

**3. Chair's Report (Cressida Coates).**

As you all know it is customary for the Chair to give a report on what has transpired the previous year. And what another fantastic year we have had.

A sincere thank you goes to each and every one who has supported the running of the Tolbooth Museum. We have welcomed some new volunteers to the wearing of the famous 'Red Fleece'. A year that has seen us welcome visitors from all over the globe as well as those closer to home.

The Tolbooth has again proved popular with visits from local primary schools, other volunteer groups and organisations and we will continue to build on this for the future.

Our visitor numbers have gone from strength to strength and being able to open the museum at such times as Hogmanay and most recently Harbour Days where we had over 800 visitors is testament to the commitment of the volunteers.

We have also had talks with our representatives from Aberdeenshire Council about proposals for the Tolbooth and they support the efforts which are being made.

Minutes of AGM 10<sup>th</sup> September 2014 – Agreed by circulation 30<sup>th</sup> September 2014

2014 as you all know is the 100<sup>th</sup> anniversary of the start of WW1 and we have our displays to commemorate this. And thanks should be recorded to all those who have spent time to organise this wonderful and emotional display which has been well put together.

Most recently we have had the assistance of an 'Intern'. This is new for the Museum and this has proven worthwhile. Hopefully we will continue to provide work experience on this level.

So what does the future hold for the Tolbooth?

As you are aware we will be assisting with the operation of the Clock Tower in the very near future.

We will also be awarded a financial donation from the Stonehaven Lions and this will be done at a get together planned for November 2014.

Also the vision for the Museum is also on the horizon and tonight this will be shared.

Our informal gatherings have proven to be a useful tool to welcome new volunteers and a chance to catch up with others.

At one of these get togethers volunteers have had their efforts recognised and this took place back in June where most were presented with a certificate.

We have again assisted with younger volunteers aiding them with The Duke of Edinburgh award.

Our shop has gained in strength and the 'Dinosaur' quiz still proves a hit with our younger visitors. Giving them a 'lucky dip' prize expertly wrapped (by Louise) has been a hit.

As we look forward to another successful year I would like to take this opportunity to express thanks to everyone for their continued time, support and commitment to the Tolbooth Museum. **Thank you.**

#### **4. Treasurer's Report (Dennis Collie).**

A) I will be reporting on 2 separate sets of figures.

1) The annual accounts for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014. These accounts have been audited and approved, and will be the figures returned to OSCR.

2) The 'across the door' figures, i.e., daily stats for footfall, donations and sales. These are for the period Sept 2013 to Aug 2014.

A copy of the audited accounts is available, together with the examiner's report. I have produced a simplified version which actually gives more details – copies of this are available.

My document includes pence so the overall total may differ very slightly from the audited accounts which are to the nearest pound.

Either version will show you that:

Income                      9,769

Minutes of AGM 10<sup>th</sup> September 2014 – Agreed by circulation 30<sup>th</sup> September 2014

Expenditure	4,236
Surplus for year	5,533

**We started the financial year with £8,643**  
**Balance Carried Forward £14,176**

**NB. Last year's input from STP distorts figures**  
**Significant stock on hand**  
**Significant spend on display materials & furniture**

Before moving onto the next section, I'd like to record my appreciation to:

- Graham Castle for examining the accounts
- Andrew Newton for his continuing support in dealing with financial matters

FYI: Our funds are held with CAF online bank which administers our accounts without charge (CAF is Charities Aid Foundation). The majority of our funds is in a Gold Account; the remainder in a Cash account which has cheque book facilities. For security any cheque issued must have 2 signatures.

B) I also monitor the daily stats.

See separate sheet

Footfall up almost 3K on last year and not quite 20K total for the year...but that gives us a nice target for next year.

Finally thanks to all the volunteers and others who are involved in the day-to-day operations.

**6. Election of new Trustees.** The constitution requires that a third of the Trustees retire in each year; this meant that Dennis Collie, George Strang and Jim Bruce had to step down,. They immediately offered themselves up for re-election. At the same time Raymond Milne, who had been co-opted at the beginning of 2014 agreed to put his name forward for election. Tom MacPherson offered his nomination from the floor and all five nominations were elected unanimously. The new board of Trustees is:

Ian Balgowan  
 Jim Bruce  
 Cressida Coates  
 Dennis Collie  
 Tom MacPherson  
 Raymond Milne  
 Andrew Newton  
 George Strang  
 Gwynne Stewart  
 Clare Thomas

As the constitution permits 12 trustees further nominations were sought from the floor but none were forthcoming. This leaves two vacancies.

## **7. AOCB**

a) Andrew Newton provided an update on work in progress on the Clock Tower. It had been intimidated by Aberdeenshire Council that the Clock Tower would be handed over on 19<sup>th</sup> September but further delays have occurred and the next date offered is w/c 13<sup>th</sup> October. Negotiations on the conditions on which STA will operate the Clock Tower are nearing completion and in general these will mean that STA will open and close the

Minutes of AGM 10<sup>th</sup> September 2014 – Agreed by circulation 30<sup>th</sup> September 2014

building at the same times as the museum and in return will receive sponsorship from commercial organisations.

b) The question was raised from the floor as to whether the museum should be open during the 'tattie holidays'. After a little debate Cressida Coates stated that it was worth a try and will issue a rota for the 2 weeks involved.

c) Andrew Newton explained that STA had employed architects to investigate ways in which to maximise the Tolbooth building. Some sketches had been drawn up which had been presented to Aberdeenshire Council and the latter were supportive. However, third parties were potentially involved in the project and confidentiality prevented a full disclosure of the plans at this AGM

d) Diane Fleming reported that whilst on duty at the museum today an unannounced inspection had been made by Visit Scotland. The inspector will make a formal report to the STA but made the following comments to Diane:

- Very impressed
- There was a buzz about the place (79 visitors on the day)
- Staff very helpful
- Dinosaur Trail and oat meal grinder excellent ideas
- Appreciated the WW1 video and artefacts
- Shop well laid out and presentable
- Impressed by the visitor numbers and variety
- Liked the idea of the internship
- The museum has solid 3 star status

He was re-assured that free entry would continue. The inspector did suggest that a model placed in the jail would improve the visitor experience.

e) The floor raised the possibility of a quiz for older children and it was noted that two volunteers (Jean Skinner and Freda Adams) had already produced a first draft of a quiz. There was debate on how the older children could be rewarded for completing the quiz but the project foundered on deciding on an adequate and yet inexpensive prize. The idea was 'parked' for further consideration.

It was agreed that the dinosaurs should be moved around again.

f) The committee raised the question of whether the summer internship was successful and whether the members would support a similar project next year. The over whelming consensus was that it had been a success – there had been a few teething problems which are to be expected with a 17 year old but recently a marked improvement had been noted in the intern's performance and the members were happy to repeat the project in 2015 if the opportunity arose.

g) Diane Fleming wished to record the members' appreciation of the work undertaken by Cressida Coates in constructing the monthly rota and this was agreed unanimously by those present.

The meeting closed at 2030 hours.

Andrew Newton  
Secretary STA  
10<sup>th</sup> September 2014