

**AGM of the Stonehaven Tolbooth Association**  
**Wednesday 11<sup>th</sup> September 2013**  
**Resource Centre, Stonehaven**

**Agenda**

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

**Minutes**

**Present.** Andrew Newton, Cressida Coates, Dennis Collie, Lynn Zaccarini, Freda Adams, Clare Thomas, Shona Barclay, Diane Fleming, David Fleming, Bill Emslie, Marjory Edwards, Gwynne Stewart

**Apologies.** George Strang, Ian Balgowan, Rachel Shanks, Jim Bruce, James Helingoe, Ruby Buchanan, Bern Ross, George Swapp, Liz Johnston, Jean Skinner, Peter Bellarby.

**1 Welcome.** Cressida Coates welcomed all the volunteers to the second AGM of the Stonehaven Tolbooth Association (STA).

**2. Previous AGM minutes.** The Chair explained that the minutes of the previous AGM had been circulated immediately after the last AGM and had been approved by the members. 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.** As you all know it is customary for the Chair to give a report on what has transpired the previous year. And what a fantastic year we have had. A sincere thank you goes to each and every one who has supported the running of the Tolbooth Museum.

How fitting we should be having our AGM on the 50<sup>th</sup> anniversary of the opening of the Tolbooth Building by the Queen Elizabeth the Queen Mother. It was wonderful to have the recent chance meeting with the flower girl of that day.

A year that saw us being investigated by the Paranormal.

Our visitor numbers have been maintained and the decision to open the Museum for the New Year (Hogmanay for Marjory) proved worthwhile, with record number of visitors and sales.

New Year saw dialogue with Aberdeenshire Council regarding our Access Agreement and after discussions we managed to sign an Access Agreement which will run for three years. A meeting also took place in June with Kirsty Duncan, Cultural Services

Circulated and approved by attendees September 2013

Manager for Aberdeenshire Council Museum Service. She had nothing but praise for the work of the volunteers and hopefully we will be able to work together for the good of the Museum.

This was also echoed by Colin Mackenzie, Chief Executive of Aberdeenshire Council who on a tour of the Kincardine and Mearns area on 23<sup>rd</sup> July requested that a visit to the Tolbooth Museum was on his itinerary. A brief discussion at the end of his visit provided both sides with a clearer understanding what can be achieved in the future

We have also had a number of organised visits including from local primary schools, Brownies and Stonehaven Oil Wives. This will be an area we hope to continue and promote in future.

The Museum itself has benefitted from some additional cabinets and displays and we thank those involved with for all the hard work that went into making this happen.

Our shop has gone from strength to strength and hopefully this will continue under the watchful eye of Gwynne Stewart who took over the running of the shop when Jacqui Harrold resigned as a Committee member and Volunteer. However, it should be noted that we thank Jacqui for all her efforts.

We have also enjoyed (even if the weather turned on us) some informal gatherings where the opportunity for volunteers to meet and chat with other volunteers I feel was most beneficial. It gave us all the chance to talk and listen to ideas, thoughts and issues.

We have also been able to assist some local young people who are required to do an element of volunteering as part of their Duke of Edinburgh and so we were delighted they approached the Tolbooth Museum and we wish them every success.

And so we move forward to a new year and hopefully just as much success as we have enjoyed.

On that note I would like to take this opportunity to thank everyone for their continued time, support and commitment to the Tolbooth Museum and to my own daughter Louise who has on many occasions taken on a duty at the Tolbooth. Maybe she'll be the next 'Chair'.

Thank you.

**4. Treasurer's Report.** Firstly, just a reminder that I'm reporting on the period from when the STA took over the running of the museum funds – 12<sup>th</sup> September 2012, up till the financial year end 4<sup>th</sup> April 2013. The accounts prior to STA were handled by Stonehaven Town Partnership, with a handover of funds at STA formation.

So – to the accounts. Copies of the audited accounts are available, but as this runs to 6 pages a summary is available.

|                                 |                  |
|---------------------------------|------------------|
| <b>Brought Forward from STP</b> | <b>£ 6736.83</b> |
| Income                          | 3543.08          |
| Expenditure                     | 1636.67          |
| <b>Surplus for year</b>         | <b>1906.41</b>   |
| <b>Balance Carried Forward</b>  | <b>£ 8643.24</b> |

The audited accounts were submitted to OSCR on 9<sup>th</sup> July and checked and accepted on the 10<sup>th</sup> July.

Thanks to:

- Graham Castle for examining the annual accounts
- Andrew for submitting the annual returns

STA operates two bank accounts with the CAF (Charities Aid Foundation) bank; the Gold account pays a modest rate of interest whilst the current account is used for day to day expenditure.

Finally I'd like to thank:

- all the volunteers who make the effort to complete the Daily Sheet upon which I rely for my information
- Raymond Milne at the Shell Hoosie for all he does to help us operate on a day to day basis
- Everyone else who has made looking after the museum funds a largely fun responsibility

Footfall:

|                    |       |
|--------------------|-------|
| For the period     | 5197  |
| For AGM to AGM     | 16798 |
| Apr 2012 – Mar2013 | 15521 |
| Calendar year 2012 | 15636 |

David Fleming proposed approval of the accounts and was seconded by Diane Fleming. Passed unanimously.

**5. Curator's Report.** Our museum is pretty full now with a wide range of exhibits which seem to be of great interest to our visitors. The improved display cases with integral lighting have helped to show the artefacts to better effect.

Our tasks for 2013-2014 hopefully will include, in no particular priority order:-

- a) Improvement to overall lighting and additional display case lighting
- b) Improve and widen scope of Stonehaven schools display
- c) Liaise with outdoor swimming pool committee to improve their display which is getting tacky
- d) Procure a shed for a store and other uses. (Quotes for various sizes are available for discussion)
- e) Attempt to make better and more use of outdoor facility
- f) Liaise with Stonehaven Heritage Society to produce a digital projection display of old photographs
- g) Improve and add to descriptions of artefact notices
- h) Complete records catalogue of artefacts on display ( mainly Items on new centre display in North Room
- i) Update list of donator and loaner forms for Tolbooth acquisitions. ( this is a fairly major task since there would appear to be no written record of when and from whom some of the artefacts have been given).

- j) Also the problem with relations of deceased givers of artefacts who have signed forms when we restarted the museum stating that that they had loaned or donated their artefacts to the STONEHAVEN Tolbooth whereas in fact Aberdeenshire Council Museum Department are treating them as donations to Aberdeenshire Museums in General and dictating as to where they are actually located.
- k) We seem to be gathering a collection of books of historical interest about our area. We will have to give consideration as to where we can display this information separate from the publications which are for sale.
- l) Arrange a small display in 2014 with the help of the Stonehaven Heritage Society and schools? to commemorate the start of World War 1

In Summary we seem to be progressing rather than standing still and I would like to thank all the contributors of acquisitions and the people who have helped to construct the exhibits and record them so far and trust that they will continue to do so in the future. (In particular with all the items listed above.)

**6. Election of new Trustees.** The constitution requires that a third of the Trustees must retire in each year; at the previous AGM these had been identified as Cressida Coates, Andrew Newton, Rachel Shanks and Gwynne Stewart. Rachel Shanks had previously intimated that she did not wish to stand for re-election. Freda Adams proposed that Cressida Coates, Andrew Newton and Gwynne Stuart should be re-elected and the proposal was seconded by Lynn Zaccarini. Ian Balgowan had previously been co-opted onto the committee and now stood for election. He was proposed by Gwynne Stewart and seconded by Bill Emslie. Cressida Coates proposed Clare Thomas and this was seconded by Gwynne Stuart. All proposals were approved unanimously. The new board of Trustees is:

Ian Balgowan  
 Jim Bruce  
 Laura Christie  
 Cressida Coates  
 Dennis Collie  
 Andrew Newton  
 George Strang  
 Gwynne Stewart  
 Clare Thomas

This leaves 3 vacancies which are currently unfilled. There is the possibility of co-option during the next year but the floor also thought that members would be willing to undertake small 'one-off' projects without joining the committee.

## **7. AOCB**

a) Diane Fleming requested the provision of a First Aid box and Cressida assured her that Aberdeenshire Council had been approached twice over this matter recently but nothing was forthcoming so far. However, Cressida would acquire a box shortly. Due to Health & Safety restrictions members should proceed with caution when providing first aid and should be content with offering advice and allow 'victims' to apply any dressings etc themselves.

- b) It was noted that there is no Accident Report Form and Gwynne Stuart volunteered to provide a copy of that used in local schools.
- c) David Fleming has provided Andrew Newton with a copy of the survey undertaken by Stonehaven Town Partnership of the Tolbooth building and considered that this would be a sound basis for exploring how structural improvements could be made to the building, especially preventing the constant seepage of liquids from the restaurant above. Cressida will arrange a meeting with Ron Davidson to discuss a way forward.
- d) Cressida informed members that the Tolbooth Times is widely circulated and the mailing list now includes the CEO of Aberdeenshire Council, the Lord Lieutenant and MSPs.
- e) Shona Barclay asked how easy was it to get volunteers to fill the rota and Cressida explained that it was very time consuming, especially in the height of the summer. However, in the last year we have had several teenagers helping out either in the course of DoE community projects or just helping parents. All have benefitted from this experience. Andrew Newton stated that STA was now exploring the possibility of placements involving Aberdeen University museum students.
- f) Clare Thomas suggested opening the museum during the October school holidays but it was decided not to action this point.
- g) Freda Adams requested that a list of member's phone numbers be provided to facilitate late changes in the rota. Cressida agreed but will first have to get permission from each individual.
- h) David Fleming wished to record the members' appreciation of the work undertaken by Cressida Coates and this was agreed unanimously by those present.

The meeting closed at 2020 hours.

Andrew Newton

Secretary STA  
12<sup>th</sup> September 2013