

AGM of the Stonehaven Tolbooth Association

Wednesday 21st September 2016
Community Centre
Stonehaven

Agenda

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

Minutes

Present. Andrew Newton, Cressida Coates, Dennis Collie, Clare Thomas, Shona Barclay, Diane Fleming, David Fleming, Gwynne Stewart, George Strang, Ian Balgowan, Jim Bruce, Jean Skinner, James Paterson, Bert Fullerton, Tom MacPherson, Mary Sutcliffe, Louise Coates, Garry Brindley

Apologies. Marjory Edward, Liz Molloy, Bill Emslie, Netta Thompson, Freda Adams, David Swankie

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

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. No questions arose from the floor.

3.Chair's Report (Cressida Coates).

As you all know it is traditional for the Chair to give a report on what has transpired the previous year and once again I feel that the year has gone by in a blink of an eye.

We have again had another successful year and a sincere thank you goes to each and every one who has continued to support the opening of the Tolbooth Museum throughout the year

We have welcomed some new volunteers to the wearing of the famous 'Red Fleece' Garry Brindley, Mary Sutcliffe, David Swankie and Joel Hornsby and we hope that they will enjoy their time as a 'Volunteers'.

At this point I would like to express sincere thanks to Committee Members who have stood down but remain as supporters and volunteers.

To George Strang a very big thank you for all your hard work in your role as 'Curator' for The Tolbooth Museum. We all know the amount of work that you undertook.

To Tom Walker again thank you for your continued support.

We continue to support our younger volunteers as they work towards The Duke of Edinburgh or Saltire Awards.

We have seen some new exhibits at the Museum which adds to the already wonderful experience visitors get.

We have our advert on the Land or 'Happy' train as I call it advertising the Museum.

We have also retained our three star rating from Visit Scotland with a positive report and the offer to assist us in the future.

With the continued commitment of volunteers we have mirrored the opening of the Clock Tower with the Tolbooth and this has been successful. Our visitor numbers keep going from strength to strength as we continue to greet folk for all over the globe and closer to home and this is supported by the wonderful comments in our Visitor Book and on Trip Advisor.

We again managed to open at New Year (Hogmanay) and just recently at the Stonehaven Harbour Day.

We have played host to a number of visits by Primary Schools and other groups throughout the year and enjoyed hosting a Wedding in May.

We also have a wedding booked for March 2017.

We have received donations from Stonehaven Folk Club and Stonehaven Lions and thank them kindly.

Our Tolbooth Times is still a very popular publication and we receive favourable comments from Local Councillors, Chief Officers of the Local Authority and other interested parties e.g. Lord Lieutenant of Kincardineshire who praises the work of the 'Volunteers'.

Our shop continues to thrive with our visitors and the young visitors never tire of the Dinosaur hunt.

So what do we hope for in the forthcoming year:-

Hopefully 2016/2017 will see our 'Vision' for the Tolbooth move one step closer and as you may or may not be aware our Architect recently won Aberdeenshire's 2016 Innovation, Architecture and Design Awards albeit the location or building could not be identified but I'm sure we all recognised the building.

Hopefully our plans will be submitted to the Local Authority and if you pardon the pun we will be able to build on ways of raising funds to see this development take hold.

The door of the museum is still cause for concern and hopefully sooner rather than later we will have a new one.

We hope that our relationship with our Aberdeenshire Council contact Avril Nicol, Quality Development Manager will grow in a positive way as they continue to show support the Tolbooth.

As we move towards our winter times we will plan to do a major clean of both the Tolbooth Museum and the Clock Tower but I would like to thank you all for doing the sprucing up when you do a duty.

We will look at the display area of the shop to see what improvements can be made.

Also the lighting within the Museum will be improved upon to make the visitor experience even more enjoyable.

So once again as we look forward to a new year that is 2016/2017 for the Tolbooth I'd like to express my heartfelt thanks to each and everyone for their continued support and commitment to the Tollbooth Museum.

Thank you.

4. Treasurer's Report (Dennis Collie).

The accounts for the period 1st April 2015 to 31st March 2016 have been examined and approved. The accounts, together with the Examiner's report are ready for submission to OSCR but for the purposes of tonight I have produced a summary of income and expenditure (see Appendix A).

The accounts show that receipts and payments follow the same general pattern as the previous year with a surplus of £2,161. This gives us a cash-in-hand balance of £20,198.

I also record the footfall and the numbers are:

Museum 21,198 – up slightly on last year

Clock Tower 7,892 – no comparable previous figure as this was the first year of operation

Finally I'd like to record my appreciation to:

- Rodney Payne for examining the accounts
- Andrew Newton for his continuing support in dealing with financial matters
- All the volunteers and others who involved in the day-to-day running of the museum

There were no questions from the floor

5. Election of new Trustees.

The constitution requires that a third of the Trustees retire in each year; this meant that Cressida Coates, Gwynne Stuart and Ian Balgowan had to step down, They immediately offered to stand again and were unanimously re-elected. In May 2016 George Strang stood down due to health issues and recently Tom Walker also had to stand down; this time due to work commitments. This left 4 vacancies and further nominations were sought from the floor. Mary Sutcliffe and Louise Coates allowed their names to be put forward and both were elected unanimously. The new board of Trustees is:

Ian Balgowan

Jim Bruce

Cressida Coates

Dennis Collie

Tom MacPherson

Bill Emslie

Andrew Newton

Gwynne Stewart

Clare Thomas

Mary Sutcliffe

Louise Coates

This leaves one vacancy

6. AOCB

The meeting was then opened to the floor.

Diane Fleming asked if information could be provided on any new artefacts introduced into the museum with a concise explanation of their purpose. The committee agreed that there is not enough information about most of the artefacts and this was point raised by Visit Scotland in their bi-annual assessment. The subject will be addressed, perhaps with help from students from Aberdeen University.

David Fleming commented that the museum is cluttered and questioned whether all the artefacts were relevant to the local area. Again this is a good point and over the winter period attempts will be made to de-clutter and make the various sections more distinctive and informative.

David requested that the Procedures List (list of opening and closing operations) be reviewed and revised if necessary. Again agreed.

Several comments were received about the electronic till which is currently broken and the committee promised to investigate a repair or source a new till.

The vinyl records beside the record player are numerous and more than likely not to be in any sleeve, never mind the appropriate sleeve. Due to the dust and grit in the museum the records are becoming scratched which has a knock-on effect on the player itself. It was agreed that the records need cleaned and stored in the correct covers.

Jean Skinner commented that she had difficulty in locating the First Aid box as the Procedure List records it as being in the Office. In fact it is under the till. The Chair will send out an email to volunteers with the correct location.

Jim Patterson commented on the dust in the museum. The consensus was that due to the age and construction of the building there will always be dust but it was agreed that more vigorous cleaning on a regular basis would be beneficial. James voiced the opinion that a decent clean could only be done outside visitor hours and was willing to work in any team formed to carry out the task.

Andrew Newton provided a quick summary on other matters;

The Clock Tower has now been operating for a year and although we received financial support from the Council in the first year of operation we no longer get such support. The Trust now operates the Tower as a community initiative. However, we have managed to get sponsorship from 4 local firms and these funds go directly to the museum. Aberdeenshire Council retain responsibility for all maintenance etc.

The plans for the Tolbooth extension are due to be submitted for planning approval at the end of this month and that will be the end of phase one. Phase two is seeking the funding and discussions have already begun with various funders and officials in Aberdeenshire Council. Whilst there are no firm offers on the table the discussions are being conducted in a very positive atmosphere. Probably helped by the latest architectural awards for the design.

Cressida informed the meeting that the shop layout would be reviewed during the winter and some money could be spent on improving its layout and appearance.

The meeting was informed that the front door and frame, which have given a number of problems over the

last couple of years, are to be replaced by Aberdeenshire Council.

Finally David Fleming proposed a vote of thanks to Cressida Coates for all her efforts as Chair.

The meeting closed at 2025 hours.

Andrew Newton
Secretary STA
22nd September 2016

APPENDIX A

Stonehaven Tolbooth Association - AGM September 2016

Summary of Receipts & Payments Apr 2015 - Mar 2016

NB: There were no restricted funds during the year

| Receipts | this year | last year |
|--------------------------------------|------------------|------------------|
| Donations | 8,446 | 6,643 |
| Grants | - | 2,006 |
| Receipts from fundraising activities | 210 | 385 |
| Gross trading receipts | 5,718 | 5,726 |
| Bank Interest | 39 | 22 |
| Total receipts | 14,413 | 14,782 |

| Payments | this year | last year |
|---|------------------|------------------|
| Gross trading payments | 4,029 | 3,965 |
| Payments relating directly to charitable activities | 25 | 166 |
| Wages | 1,137 | 1,249 |
| Governance costs: | 339 | 407 |
| Other | 168 | 60 |
| Architect | 6,345 | 2,179 |
| Purchases of fixed assets | 210 | 2,895 |
| Total payments | 12,253 | 10,921 |

| Surplus/Deficit for year | this year | last year |
|---------------------------------|------------------|------------------|
| Surplus | 2,161 | 3,861 |

Notes on this year's figures

- *1 £6885 from donations barrel, plus £1561 major contributions (Ian B, Folk Club, Clock Tower, Town Hall Trust)
- *2 from special openings (Paranormal)
- *3 to Folk Festival
- *4 summer student
- *5 insurance, H&S etc
- *6 website, attending conferences & general admin
- *7 ship's radar

Statement of balances

| | this year | last year |
|--|------------------|------------------|
| Cash and bank balances at start of year | 18,037 | 14,176 |
| Surplus for year | 2,161 | 3,861 |
| Cash and bank balances at end of year | 20,198 | 18,037 |

Footfall for period

| | this year | last year |
|-------------------|------------------|------------------|
| Museum | 21,529 | 20,701 |
| Clocktower | 7,892 | - |

D. Collie STA
Treasurer