

AGM of the Stonehaven Tolbooth Association

Wednesday 27th September 2017
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, David Fleming, George Strang, Ian Balgowan, Jim Bruce, James Paterson, Mary Sutcliffe

Apologies. Louise Coates, Shona Barclay, Jean Skinner, Diane Fleming, Tom Macpherson, David Swankie.

In addition Bill Emslie and Gwynne Stewart tried to attend but went to the wrong venue.

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. Cressida Coates 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 members' 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 customary for the Chair to give a report on what has transpired the previous year and once again I sit here thinking where this year has gone.

We have again had another successful year and this is down to each and every one of our volunteers who have given their time and energy to support the opening of the Tolbooth Museum and the Clock Tower throughout the year. Sometimes this has been difficult and I have the grey hairs to prove it however I express my sincere thanks to all for your continued support.

We have welcomed some new volunteers to the wearing of the famous 'Red Fleece' and said goodbye to others.

To our young volunteers who gave us their time we wish them every success for their future and would certainly welcome them back at any time.

Special thanks to Liz Molloy who stood down as a 'volunteer' but continues to offer her support with the passing on of comments from 'Trip Advisor'.

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

As you will be aware, thanks to George Strang for passing this on, we were able to offer our services as a 'placement' for Aberdeen University Museum Studies Programme and in the months of May, June and July we had with us Amanda Hoffman.

Amanda worked closely with Louise Coates, our Curator, to establish an up to date inventory for the museum. Amanda is now back at home in the USA and we wish her well for her future.

However, at this point in time we are still waiting for a report from Amanda on her time with us.

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

Our visitor numbers continue to go from strength to strength and it is wonderful to see visitors from all over the globe and closer to home. You just have to read the fantastic comments in our Visitor Book and on Trip Advisor.

We again opened the Museum and Clock Tower at New Year (Hogmanay), played host during the annual Stonehaven Folk Festival to a musical session by Jonny Hardie which was a treat, Stonehaven Harbour Day and the most recent we were involved with the 'Aberdeenshire Open Doors Day'.

We have received a communication for Dr Eileen Bresnan, Marine Scotland thanking us for all our help on that day. The gazebo provided excellent protection.

We received £4000 from the Meikle Carewe Wind Farm Community Fund and these funds went towards the lights for the Museum and I think you may all agree that the new lights certainly enhance the Museum and thus the visitor experience.

We also received a donation of £25.00 from Stonehaven Probus Club and £250.00 from Stonehaven and District Lions Club to which we send our thanks.

We have played host to a number of visits from a local Nursery, Primary Schools and other groups throughout the year and we hope to continue this.

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'.

The Tolbooth Museum was the subject of an article for the Scotland History Magazine and Neil McLennan visited the Museum and made a recording while talking with various volunteers. The recording known as a 'podcast' was placed on the magazine's web site. Not sure of the 'dulcet tones' of the last volunteer he spoke to.

Our shop continues to thrive and offer a variety of goods to suit all which is always a good thing.

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

Reading back to my report for 2016 I thought we may have had our AGM in the extension sadly not the case

yet. We have managed to supply the Local Authority with all the reports etc. that they have requested so I am afraid it is a case of waiting for a decision. Although we have had very favourable support it is down to the Local Authority.

Once we get 'approval', and I am forever the optimist, it will be full steam ahead in 'fund raising'

The door, albeit not a new one, has been repaired and hopefully not cause us any concerns. Fingers crossed. Although we have had a few maintenance issues and some unexpected guests, hopefully these have been resolved or certainly being kept an eye on.

We hope to continue the lines of communication with our Aberdeenshire Council representatives open and we have had over the last 12 months two meetings and these have been very positive and they continue to show support the Tolbooth and Clock Tower.

We will endeavour to arrange a clean-up of the Museum in the winter months and the dinosaurs are looking a bit sad and we hope to spruce them up.

Once again as we look forward to a new year that is 2017/2018 for the Tolbooth and Clock Tower I'd like to express my heartfelt thanks to each and every one for their continued support and commitment to the Tolbooth Museum.

4. Treasurer's Report (Dennis Collie).

The accounts for the period 1st April 2016 to 31st March 2017 have been examined and approved. The accounts, together with the Examiner's report have been accepted by OSCR but for the purposes of tonight I have produced a summary of income and expenditure (see Appendix A).

The accounts show that receipts totalled £23,499 and payments amounted to £15,322. This gives us a cash-in-hand balance of £35,520; however, we have financial commitments for electrical work and further architectural fees and the true balance is approximately £30,000.

Finally I'd like to record my appreciation to:

- Rodney Payne for examining the accounts
- Andrew Newton for looking after the donations in my absences and for fund raising.
- 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 Dennis Collie, Jim Bruce and Tom Macpherson who had served for the last 3 years had to retire. Dennis and Jim immediately offered to stand again. Cressida proposed Dennis Collie for re-election and was seconded by David Fleming. Jim was proposed by Cressida and seconded by Mary Sutcliffe. In his absence Tom was proposed by Clare Thomas and seconded by Dennis. All three were unanimously re-elected.

During the year Gordon Ritchie was co-opted onto the board but the constitution requires that all co-optees must stand down at an AGM. In his absence Gordon was proposed to be an elected trustee by Cressida and the proposal was seconded by Clare Thomas. Gordon was unanimously elected.

The trustees for 2017-2018 are:

Ian Balgowan
Jim Bruce
Cressida Coates
Louise Coates
Dennis Collie
Bill Emslie
Tom MacPherson
Andrew Newton
Gordon Ritchie
Mary Sutcliffe
Gwynne Stewart
Clare Thomas

6. AOCB

The meeting was then opened to the floor.

Recruitment/Volunteers

David Fleming highlighted the problem in recruiting new volunteers and suggested a more proactive approach to recruitment. Cressida agreed that more publicity was required and this would be addressed in the coming year. The meeting was reminded that Clare Thomas ran our Facebook page. Ian Balgowan offered to place A5 adverts in the Community notice boards.

George Strang asked whether the volunteer circulation list was up to date and Cressida explained that, in effect, there were two lists – one contains the name of active volunteers and the other holds the names of volunteers that are not regularly active but wished to be kept informed about museum activities. However, a review of all names will be undertaken during the winter.

Heaters

Jim Bruce mentioned that the new heaters did not appear to be working and the Chair undertook to consult with Aberdeenshire Council,

School Visits

Clare Thomas intimated that there would be two school visits in October and during the meeting volunteers put forward their names to cover the events.

Shop

There was a wide ranging discussion over the shop and the general consensus that although it was proving to be a valued asset to visitors and the local community it was over cluttered. It was thought that many volunteers were being ‘put off’ by the confusion over prices but Dennis Collie has just produced a price list summary which should ameliorate this particular problem.

The committee had promised to examine the lay out of the shop during the last winter with the thought of a re-vamp but other time demands on Dennis not precluded any action. It is hoped to action this plan during the coming winter.

David Fleming questioned whether all the administrative folders needed to be stored in the shop and it was agreed that this was another matter that needed attention.

Dennis suggested that the museum could benefit from advice from an established shop keeper.

Daily museum operations

David Fleming asked for clearer instructions when procedures are changed, e.g., changed light switch sequence and Cressida undertook to ensure that all volunteers are informed by email of all changes. On the other hand volunteers sometimes encounter problems and although these are often written in the diary Jim Paterson questioned whether this information always reached the trustees. Cressida suggested that she should be the automatic contact point for all problems and welcomed communication by email.

David Fleming offered to help with labelling during the winter months.

Lights

Dennis gave an update on the new lights which have now been installed. The lights are operational but in order to comply with the latest safety requirements a different connection is required to the existing distribution board. This piece of equipment is on order and once installed the whole system will be 'signed off'.

Extension

Andrew Newton gave an update on the proposed extension. The original planning application was lodged with the Council in November 2016 but because the tolbooth is such a sensitive building the planning department asked for much more information than normal. All reports etc. have now been submitted to the planners and we now await their decision. Informal talks indicate that there are no major areas of concern but we cannot expect a decision until mid-November at the earliest. In the interim progress is being made in obtaining funding to employ a consultant who will act as the project manager for the next phase.

Ian Balgowan mentioned that some visitors did not approve the look of the new extension but it was pointed out that individuals will be able to voice their opinions in forthcoming community engagement events.

David Fleming informed the meeting that the various Landfill Trusts were worth approaching for funding.

Miscellaneous

In the view of the poor donation rate per footfall George Strang asked whether the museum should be charging for entrance but it was pointed out that this was not permitted in our Access Agreement with 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
1st October 2017



Stonehaven Tolbooth Association
Accounts Summary
for Financial Year ending 31st March 2017
prepared for AGM September 2017

Income	Core Museum	Clock Tower	Extens'n	Fireballs	Lights	Total Amount	Previous Year
Bank Interest	29	-	-	-	-	29	39
Funding - Aberdeenshire Council	-	-	4,000	-	-	4,000	-
Funding - Awards, Sponsors, etc	360	-	-	-	4,000	4,360	1,561
Minor donations etc	7,762	280	-	201	-	8,243	6,885
Gross Sales	6,627	-	-	-	-	6,627	5,718
Events/hires	240	-	-	-	-	240	210
	-	-	-	-	-	-	-
Total Income	15,018	280	4,000	201	4,000	23,499	14,413

Expenditure	Core Museum	Clock Tower	Extens'n	Fireballs	Lights	Total Amount	Previous Year
Admin/misc expenses	134	-	-	-	-	134	65
Web site	42	-	-	-	-	42	42
AGM and other meeting expenses	265	-	-	-	-	265	-
Publicity & advertising	339	-	-	-	-	339	-
Donations/grants	-	-	-	167	-	167	25
display materials/furniture	36	-	-	-	-	36	-
exhibits/artefacts	20	-	-	-	-	20	210
Bank charges	25	-	-	-	-	25	-
Stock for sales	4,007	-	-	-	-	4,007	4,029
Shop equipment etc	73	-	-	-	-	73	-
Wages	-	-	-	-	-	-	1,137
Insurance, H&S etc	261	-	-	-	-	261	339
Legal/Architectural etc	-	-	2,807	-	-	2,807	6,345
Conferences/Workshops etc	-	-	-	-	-	-	60
Total Expenditure	5,204	-	2,807	167	-	8,177	12,253

Trading Profit/Loss	9,815	280	1,193	35	4,000	15,322	2,161
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Balances Summary	Total Amount	Previous Year
Cash & Bank b/f	20,198	18,037
Profit/Loss	15,322	2,161
Balance c/f	35,520	20,198

D. Collie
(Treasurer, STA)