

Meeting of the Stonehaven Tolbooth Association
Wednesday 7th November 2012
Invercarron Resource Centre

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Shop report
- 9 AOCB
 - a) Policy on Museum hire and charges
 - b) Festive Opening times
- 10 Date of next meeting

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), George Strang (GS), Jim Bruce (JB), Dennis Collie (DC), Rachel Shanks (RS), Jacqui Harrold (JH), Gwynne Stewart (GSt), Laura Christie (LC)

1 Welcome. Cressida Coates welcomed the trustees; for some it was their first meeting.

2 Apologies. Liz Molloy

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

Action Point	Person	Action
Provide training pack	AN	Still to be actioned
Organise cupboard tidy up	Committee	Started and on-going. JB suggested that a locker should be provided in the Office for personal handbag storage
Create guided tours for members.	Committee	Will be organised during the winter season
Find out more about the Albyn Plastics artefacts	AN	Contact made with the owner (Hugh Smith) who will despatch items from Isle of Lewis
Apply for free listing in AA Days Out	AN	Done
Apply to SCVO	AN	Application made and waiting for deliberation of

		SCVO committee
Provide Liz Molloy with a letter of authority for Trip Advisor	AN	Done
Seek volunteers for a cleaning 'blitz'	CC	CC has had a very positive response from the volunteers and proposes to organise the clean up event on Friday 30 th November. Start 1300 hrs ? JB recommended that the best way to clean the floors was to use damp sand; GS recommended a specialised vacuum cleaner.

Action Point. CC to co-ordinate the clean up

4 Chair's report

Saturday 3rd November saw 98 visitors through the door and over 100 on the subsequent Sunday. Very satisfactory visitor numbers for the time of year although donations were disappointing.

A meeting had been arranged for a forthcoming groom to inspect the museum as a suitable choice for a wedding but he failed to turn up. (See AOCB for more details)

5 Treasurer's report

Two bank accounts (one current and one for savings) have now been opened with the CAF Bank (Charities Aid Foundation Bank) and all necessary cheque books etc received. STA is now functioning as an independent financial organisation; £2000 has been transferred from Stonehaven Town Partnership (STP) and the balance to be transferred has been agreed after an independent examination of the STP's accounts. STA is awaiting an approach from STP over a photocall and a public ceremonial 'handover' of the agreed sum.

As of 12th September all of STA's suppliers had had their accounts settled. However, the situation re Peter Bellarby and the fleeces requires clarification. RS agreed to discuss the situation with Peter and retrieve all fleeces and documentation.

The process of registering for GiftAid with HMRC is in hand.

One volunteer had previously announced their intention to supply a sum of money under the GiftAid scheme and DC is chasing up this donation.

LC remarked that some charities have a GiftAid envelope in a prominent place for the use by potential donors. DC & AN will investigate further.

DC announced that he was retiring from the Stonehaven Town Partnership and hoped to be able to dedicate more time to STA

Action Points. RS to discuss fleeces etc with Peter Bellarby
DC/AN to investigate the use of GiftAid envelopes

6 Secretary's report

Two further applications for membership have been received and the Trustees approved the applications by Liz Johnstone and John Braes.

The Tolbooth's entry on the Museums Association web site has been updated with all the relevant information.

AN expressed concern that negotiations with Aberdeenshire Council on the future of the Tolbooth Museum, whether it was to be an asset transfer of some description or a short/medium term lease, appeared to be non-existent at the moment. CC agreed to speak to Willie Munroe about the situation.

It was agreed at the last meeting that the minutes of the first AGM should be circulated to all attendees for comment with the intention that the Trustees would approve the minutes at the next meeting. The only comments received related to a couple of typos so accordingly the committee approved and accepted the 2012 AGM minutes.

Correspondence

- a) Afterdark paranormal investigations. (See AOCB).
- b) Offer of advertising on a CD entitled Audio Guide to Cairngorms and Grampian produced by a commercial company. GS raised this issue but the committee decided not to proceed with the offer.

Action Point. CC to speak to Willie Munroe about the future of the museum.

7 Curator's report

All the original artefacts have been recorded and ticketed although the Object Entry Forms need to be rationalised. Last week recording of all the geological exhibits was complete. The next stage is to record all the artefacts loaned by JB.

At the end of October Catherine McConnell and David Bertie from ACMS made a visit to the Tolbooth. The main purpose of the visit was to return artefacts to Jim McIntosh which he had merely loaned to ACMS and now wish to re-claim. After the artefacts were returned to Jim McIntosh he promptly loaned them to STA.

There is an on-going debate over the legality of artefacts loaned/ donated to the Tolbooth Museum prior to 1975. Mintlaw maintain that they are legal owners of all such artefacts; accordingly if there is any dispute it is with ACMS. GS will write to all donors/lenders that may be in this position and advise them that any challenge is with Aberdeenshire Council.

Although the main purpose of the visit was the return of some artefacts the two visitors took the opportunity of viewing the rest of the artefacts. They raised concerns over:

- a) the presence of radioactive gem stones – STA response - the level of radiation is less than that produced by the surrounding granite buildings
- b) the presence of undeclared artefacts which can be regarded as Treasure Trove. STA response. We have advised the finder that he should report the findings to the Treasure Trove committee but he has chosen, so far, not to do so. RS has spoken to Neil Curtis, the Curator of Aberdeen University museum and who sits on the local Treasure Trove committee, and in

his opinion the onus on reporting findings is on the finder and the Museum merely have to advise the finder of his statutory obligations.

JB has loaned a rare example of snow shoes combined with leather trousers.

We are waiting for the arrival of a display from Marine Scotland relating to environmental sampling in Stonehaven Bay.

8 Shop report

The magnetic butterflies and insects are selling well as are the toy dinosaurs; JH will purchase more of the latter shortly. It is noted that visitors are expressing a preference for gifts with a local connection e.g. mugs bearing the word 'Stonehaven'. JH has found a new supplier of tea towels, aprons etc and will also investigate the possibility of sourcing mugs. RS suggested that we should consider going slightly 'up market' and acquire more expensive products.

JH has just completed the assembly of another 50 fridge magnets and is considering purchasing more of the basic magnets. Although the assembly of each magnet is time consuming JH has it down to a fine art and due to the fact that there is a good mark-up is happy to continue for the present.

JH urged committee members to observe what sells in similar organisations and provide her with feed back. Perhaps a calendar for 2014 ?

9 AOCB

a) *Policy on museum hire and charges* – as mentioned in section 4 the STA had a serious inquiry about holding a wedding in the museum. In the event this failed to materialise for a number of reasons on the bridal party side. However, it did illustrate the potential of another income stream for the museum. It would be possible to purchase a 3 year venue licence for £350 which would entitle the museum to hold as many weddings as requested over a three year period with the minimum of 'red tape' once the licence was granted. The committee were unsure about making such a financial commitment without further serious enquiries but would welcome the opportunity of holding such ceremonies. As an interim step the committee will publicise the venue as a wedding venue by word of mouth and if a couple wish to take advantage of this offer the committee will help in the acquisition of a single 'one-off' licence. Progress on a 3 year licence will depend on the level of serious inquiries.

Afterdarkparanormal Ltd. – this Arbroath based company wish to book the museum for 3 paranormal investigations in 2013. The committee agreed to accept the bookings but there was some discussion on the rate to be charged. AN was asked to make inquiries of similar organisations that have hosted paranormal investigations.

b) *Festive Opening Times* – the committee noted that the Open Air in the Square Festival will occur over two days 31st December - 1st January; also on 1st January will be a Dip with a Nip at the harbour. To take advantage of these events it is proposed that the museum opens from 1400 – 2000 on 31st December and 1100 – 1400 on 1st January. However, this is dependent on a good level of volunteering. CC will seek volunteers.

c) GS requested that 'Events Report' should be a standing item on future agendas.

d) GSt has made an extensive list of Stonehaven organisations and is in the process of emailing them about the opportunities for customised visits to the museum. In addition Ian Hunter of Mearns FM has agreed to produce 40 sec trailers to be broadcast over the radio. It was agreed that RS would concentrate on schools and GSt will include Brownies and Cubs in her portfolio.

e) *Catterline feedback* – RS reported that Catterline school visited the museum in October and she has now received a very useful feedback from the pupils. Using this feedback and a number of work books provided by Neil Curtis and Anna Shortland (both Aberdeen University) RS will be able to tailor future visits so that the pupils gain a better understanding of museums and what they can offer. In addition RS reported that Neil was willing to provide further guidance to the museum and perhaps become an unofficial mentor

f) DC requested that any comments on the next Tolbooth Times be sent to him immediately as he hoped that it would go out with the December rota.

Action Points. AN to investigate level of hire charges to third parties
 CC to seek volunteers for extended rota 31st Dec - 1st Jan

10 Date of next meeting.

Wednesday 12th December in Cormack Room at Royal Hotel – 1930 hrs.

Andrew Newton
 8th November 2012

Secretary
 Stonehaven Tolbooth Association.
 (Tolbooth Museum)
 A Scottish Charitable Incorporated Organisation
 SC043279

Summary of Action Points

Action Point	Person
Co-ordinate the clean up	CC
Discuss fleeces etc with Peter Bellarby	RS
Investigate the use of GiftAid envelopes	DC/AN
Speak to Willie Munroe about the future of the museum	CC
Investigate level of hire charges to third parties	AN
Seek volunteers for extended rota 31 st Dec - 1 st Jan	CC