

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 12<sup>th</sup> December 2012**  
**Royal Hotel**

## **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
- 10 Date of next meeting

## **Minutes**

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

**Absent.** Liz Molloy

**1 Welcome.** Cressida Coates welcomed the trustees to the meeting in an unusual environment.

**2 Apologies.** Jim Bruce

**3 Minutes of previous meeting.**

**a) Acceptance** The minutes of previous meeting were accepted

**b) Matters arising**

<b>Action Point</b>	<b>Person</b>	<b>Action</b>
Co-ordinate the clean up	CC	Occurred on 30 <sup>th</sup> November and was highly successful with 6 or 7 volunteers participating. Owners of the restaurant did complain about the noise of the vacuum cleaner which disturbed their clients' meals. In future noisy activities should be restricted to after 14:00 hrs.
Discuss fleeces etc with Peter Bellarby	RS	JH now holds the small amount of stock left and Peter Bellarby has supplied all financial accounts. Volunteers are to be circulated with the sizes remaining and asked if they are interested in purchasing.

Investigate the use of GiftAid envelopes	DC/AN	Work in progress
Speak to Willie Munroe about the future of the museum	CC	See Chair's report
Investigate level of hire charges to third parties	AN	See Secretary's report
Seek volunteers for extended rota 31 <sup>st</sup> Dec - 1 <sup>st</sup> Jan	CC	Completed. See also Chair's report

**Action Point.** CC to circulate volunteers with sizes of fleeces and polo shirts in stock

#### **4 Chair's report**

CC reported that she and AN had met with Willie Munroe (WM) to discuss the future of the Tolbooth museum. The initial discussions were disappointing as it became apparent that no progress had been made since July when Aberdeenshire Council had indicated that STA was a suitable candidate for a Capital Asset Transfer. WM promised to start expediting the whole process with the objective of agreeing some form of leasing arrangement to take effect during 2013. It was acknowledged that arriving at a lease would be time consuming and consequently another Access Agreement needed to be put in place to cover from 1<sup>st</sup> April 2013. However, even this presented difficulty as WM stated that Lorraine Grant (Cultural Manager) had moved to a new post and her successor was unknown. Notwithstanding all these problems Aberdeenshire Council would try to get a new Access Agreement in place before Christmas.

It was agreed to open the museum on 31<sup>st</sup> December and 1<sup>st</sup> January and CC constructed the following rota:

Monday 31<sup>st</sup> December

1400 – 1700 hrs CC and JH  
1700 – 2000 hrs George Strang/Gywnne Stewart

Tuesday 1<sup>st</sup> January

1100 - 1400 hrs AN/LC/David Fleming/Ian Balgowan

There was a brief discussion over closing the museum early during inclement weather and it was decided that closure should be left to the discretion of the volunteers on duty. However, it was agreed that a notice was required for the front door when the museum was open for a private visit.

**Action Point.** DC to make appropriate sign for private visits.

#### **5 Treasurer's report**

Since STA took over responsibility on 12<sup>th</sup> September 2012 there has been a total income of £1,834.43 with an expenditure of £867.10. £6,737.83 has also been transferred from STP so the current balance is £7,705.16. Liabilities for stock have to be deducted from this total.

RS raised the possibility of securing funding from organisations such as the John Lewis Community Fund, ASDA, Royal Bank of Scotland etc but it was pointed out that it would be difficult to obtain such funding until a secure and lasting agreement had been reached with Aberdeenshire Council. JH suggested setting up a sub-committee to secure funding but again this is dependent on a satisfactory lease.

The committee did agree to explore further ways in which to improve the lighting – an electrician will be approached for advice and then ACMS will be contacted for further discussion.

**Action Point.** GS to approach Bill Emslie for electrical advice.

## **6 Secretary's report**

Hugh Smith, ex Managing Director of the defunct Albyn Plastics factory, has donated a collection of plastic products manufactured by the Stonehaven company. These have to be categorised and then a small selection will go on display.

Marine Scotland have made a further visit to the museum and will shortly provide two displays; one on environmental sampling in Stonehaven Bay and the other on types of fishing. Marine Scotland has also provided posters, CDs and activity packs for schools and the general public.

AN was asked to publicise the opening of the museum over Hogmanay/New Year and ensure that the museum was included in the 2014 Business Directory.

## **Correspondence**

a) Afterdark paranormal investigations. There has been no further correspondence with this organisation and AN will follow up.

b) SCVO has confirmed that the Tolbooth Museum is now registered with them.

**Action Point.** AN to contact Mearns Leader over festival opening hours and inclusion in next year's Local Business Directory.

AN to contact AfterDark

## **7 Curator's report**

Good progress has been made on recording artefacts loaned by Jim Bruce and approximately 600 items have been categorised. JH requested that the yellow labels that have been used be placed in less prominent positions. New loans include a wicker doll's pram, a painting of General French in Stonehaven, a carpet beater and a book of wartime music.

GS pointed out that in the ACMS 'fishing display case' all the artefacts are labelled with the name of the donor/lender. No such documentation is shown in the ACMS 'Law & Order display case'.

There is still the ongoing problem of ownership of artefacts loaned/donated prior to 1975 and GS will write to all concerned outlining the problem and advising them to contact ACMS to resolve any problems that individuals may have.

## **8 Shop report**

JH showed examples of shop merchandise that had arrived that day. The committee were impressed with the range of items and agreed on the following retail prices: fridge magnets (£2.50), mug (£5.50), coaster (£2.00), key ring (£2.50) and tea towels (£4.75). All but the tea towels are customised with wording or logos associated with the museum.

DC mentioned that the daily sales sheets were not always accurately completed and this made stock control difficult. It was agreed that the daily sales sheet should take precedent over the till roll and that the cash register should function solely as a cash repository. JH will amend the sales instructions.

**Action Point. JH** to modify the instructions for shop sales.

## **9 AOCB**

a) *Events*. This should have been recorded as a standing item in the agenda.

RS reported that she had received very nice 'thank you' letters from Dunnottar and Catterline schools and is in the process of scanning some of the letters from the pupils. Eventually these will go on the web site.

RS now has PVG clearance and will make up activity packs for older children, probably on a room by room basis. AN will provide photographic images.

RS also proposes to contact local schools when displays change.

GSt is in the process of contacting all other local organisations and has been on Mearns FM publicising winter opening times. A new 'trailer' will be required for summer time.

b) *Flyers* – the committee has had a request from Dunnottar Castle for more flyers and DC will review the current product to see whether winter opening times can be included.

c) *Disabled access* – JH raised the problem of the lack of wheelchair access to the inner room. It was agreed that GS and AN would investigate further.

d) *Library* – GS reported that the Stonehaven library is proceeding with creating a display about Stonehaven heritage. Keith Stewart, representing Stonehaven Heritage Society, is involved in this project. STA has a watching brief and has been consulted.

e) *Other* – RS reported that she is a member of a group that have applied for funding which would be used to provide training to members of the community in such topics as running a museum. The outcome of the application should be known soon.

**Action Points. DC** to review opening times on museum 'flyer'  
**GS/AN** to investigate wheelchair access to inner room.

## **10 Date of next meeting.**

Wednesday 23<sup>rd</sup> January 2013 at the Resource Centre – 1930 hrs.

Andrew Newton  
14<sup>th</sup> December 2012

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

### **Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
To circulate volunteers with sizes of fleeces and polo shirts in stock	CC
To make appropriate sign for private visits	DC
To approach Bill Emslie for electrical advice	GS
To contact Mearns Leader over festival opening hours and inclusion in next year's Local Business Directory.	AN
To contact AfterDark	AN
To modify the instructions for shop sales.	JH
To review opening times on museum 'flyer'	DC
To investigate wheelchair access to inner room	GS/AN