

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 20<sup>th</sup> February 2013  
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 Events Report
- 10 AOCB
- 11 Date of next meeting

## Minutes

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

**1 Welcome.** Cressida Coates welcomed the trustees.

**2 Apologies.** Liz Molloy (LM), Rachel Shanks (RS), Laura Christie (LC), Jim Bruce (JB)

**3 Minutes of previous meeting.**

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

**b) Matters arising**

Action Point	Person	Action
Consult with JH over garment stock when latter returns	CC	There are 1 medium and 2 large fleeces in stock. Also 1 small, 2 medium and 1 XXL polo shirts. CC will circulate all volunteers asking whether there are any further orders at a rate of a £5/£10 donation for a fleece or £10 purchase of a pole shirt. JH will further investigate the possibility of offering T-shirts for purchase.
Modify instructions for shop sales	JH	Completed
Write to volunteers regarding summer commitments	CC	Comprehensive letter sent on 18 <sup>th</sup> February, now awaiting responses.
Consider training sessions for volunteers	CC	It was decided to hold a training evening at the Museum on Wednesday 20 <sup>th</sup> March. CC will organise refreshments as the session will double up as a social event, training and an informal committee meeting.

Contact Afterdark again at end of January	AN	Completed and hire takes place on 23 <sup>rd</sup> February
Chose images and inform AN	Committee	Completed
Order postcards and convey thanks to Martin Sim	AN	Completed
Source more discrete stickers, write instructions and convey to CC	GS/LC	Work in progress
Consult with Raymond on sale of DVDs	LC	LC absent so situation unknown
Investigate the purchase and sale of T-shirts in the summer	JH	The committee decided not to order T-shirts for the summer season but will decide later in the year about selling 'Fireballs' T-shirts at Hogmanay
Review storage in the various cupboards	LC	Done

**Action Points.** CC to organise training/social event on 20<sup>th</sup> March.

JH to investigate purchase of T-shirts for volunteers

CC to determine whether volunteers wish to acquire any further fleeces etc.

LC to report on conversation with Raymond Milne re DVDs

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

CC had sent a copy of the latest Tolbooth Times to all relevant councillors and council officials. She has received a very supportive email reply from Councillor Graham Clark.

David Fleming has suggested a number of ways, e.g. Mearns Leader, Mearns FM, poster in Museum etc, in which to build up the number of volunteers. Another suggestion mooted was to use the new Stonehaven Community Council bulletin. All actions will be held in abeyance until CC has confirmed the number of volunteers willing to work during the summer season

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

Currently the STA's assets are £8444

HRMC have confirmed that STA is now registered for GiftAid and the first application will be made at the beginning of the next financial year. The rules concerning GiftAid are being slightly altered in April 2013 and it seems that STA may be entitled to claim 'barrel donations' to a maximum of 10 times the amount of 'normal' GiftAid made in any one year. DC will investigate further.

DC produced an image downloaded from the internet of a 7 hole stocks used during the Slavery trade. He also distributed a couple of copies of the Black Book of Kincardine. CC will make further copies.

#### **6 Secretary's report**

Contact has now been made with Carol Leathley (acting Cultural Services Manager) via CC and Carol has arranged to meet CC and AN at the Museum on Monday 18<sup>th</sup> March to sign a new Access Agreement. The new agreement is believed to be a mirror image of the existing agreement but this is still to be confirmed as despite promises from Carol the committee has

yet to see the new agreement. This is also true of an outstanding request for the 2012 ACMS footfall which was also promised and so far not delivered. CC will chase both items.

4 different postcards (500 of each) have been ordered and delivery is expected by 1<sup>st</sup> March.

Marine Scotland has indicated that new display panels should be available for installation in early March.

The second visitor's book is becoming full and a new one is required. DC will investigate potential suppliers.

**Action Point.** CC to 'chase' Carol Leathley over new agreement and footfall  
DC to purchase new visitor book

### **7 Curator's report**

A number of small items have been donated and LC has completed 99% of the inventory. GS is happy to accept more donations but is reluctant to accept artefacts on loan.

Bill Emslie of Banchory has provided original film of the Queen Mother opening the Tolbooth building in September 1963 and this is now being copied onto a DVD. Some of the original film is missing and Mr Emslie will contact Mintlaw over the missing segment. The committee are also able to trace the original DVD copy of the film.

GS reminded the committee that this year is the 50<sup>th</sup> anniversary of the re-opening of the building and suggested that there should be some form of celebration. It was noted that STP is hoping to have an official opening of the Caravan Park and it is suggested that a joint event could be arranged.

Grampian Police have now donated a re-furbished crank to the museum.

Jim Bruce has made contact with an author who may like to write about the Museum.

### **8 Shop report**

JH will shortly place a new order, concentrating on good selling items e.g. Doric tea towels. She will also purchase dinosaurs which will complement the dinosaur quiz. DC authorised the spending on stock.

JH suggested making some minor alterations to the shelving in shop and DC promised to look at the situation and determine what adjustments were possible.

**Action Point.** DC to investigate shop shelving

### **9 Events Report (verbally from RS)**

Dunnottar School is keen to make a return visit .

## **10 AOCB**

JH spoke about the need to start researching funding possibilities as she believes that there are many opportunities waiting to be accessed. In some cases the STA would have to have a definitive project, e.g. better lighting, but in other cases funding could be received in general support of the museum. JH stressed that this would have to be a sub-group task but agreed to make some initial enquiries prior to a sub-group being created.

**Action Point.** JH to make preliminary investigations into funding opportunities.

## **11 Date of next meeting.**

Wednesday 20<sup>th</sup> March at the Museum – 1900 hrs. (Training/Social for all volunteers)

Andrew Newton  
20th February 2013

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

## **Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
Organise training/social event on 20 <sup>th</sup> March.	CC
Investigate purchase of T-shirts for volunteers	JH
Determine whether volunteers wish to acquire any further fleeces etc.	CC
Report on conversation with Raymond Milne re DVDs	LC
'Chase' Carol Leathley over new agreement and footfall	CC
Purchase new visitor book	DC
Investigate shop shelving	DC
Make preliminary investigations into funding opportunities	JH