

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 3rd July 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), Dennis Collie (DC), Gwynne Stewart (GSt), George Strang (GS), Jim Bruce (JB), Laura Christie (LC)

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

**2 Apologies.** Jacqui Harrold (JH), Rachel Shanks (RS), Ian Balgowan (IB)

**3 Minutes of previous meeting.**

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

**b) Matters arising**

Action Point	Person	Report
Investigate funding from Edinburgh organisation.	JH	JH has passed on details of the relevant website and CC has undertaken further research. This is Foundation Scotland (formerly Scottish Community Foundation) and provides small grants to third sector charities. CC has spoken to a Fiona Mould and the latter has provided the criteria on which grants are issued. These looking promising. CC was also referred to the new ScotRail foundation but this seems to seek a link with town's railway station.
Discuss DVDs with Martin Sim	AN	AN had informal discussions with Raymond at the Shell Housie and it appears that Raymond is not aware of all the proposals concerning Fireballs' merchandise. This action is in abeyance until the Fireballs' committee have had internal discussions.
Have further discussions re outer courtyard	CC	CC has spoken to Andrew Lawson of the sea cadets who reiterated his request to lodge 4 dinghies in the courtyard during the summer. The committee were sympathetic to the request but on reading the Access Agreement realised

		that seeking permission from Aberdeenshire Council would not be straight forward and decided not to grant the request. There has been no further communication from Castle Charters.
Contact Stonehaven Heritage Society	AN	There has been an encouraging meeting with Gordon Ritchie and the latter will visit the museum and assess the current display of SHS images with a view to instituting a policy of a rolling refreshment of images on the poster boards.
Move dinosaurs (need someone to action !)	??	This was done by GS and family members.
Contact the clerk of works.	CC	The clerk of works is visiting the museum on Tuesday 9th July when CC and GS will be in attendance. Points to be raised include lighting, the Yale lock and a leaking gutter at the front of the building
Source and install lockable 'handbag' cupboard; also produce plans to re-vamp toilet/office area	DC	Due to DC's indisposition the handbag locker was installed by JB. DC has a number of cupboards etc which could be used to improve the Office. Re-vamping the shop has still to be considered.
Ask if any member is interested in becoming the fund raising champion.	CC	Still to be actioned.

**Action Points.** CC to seek a fundraising champion.  
CC to contact Andrew Lawson.

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

CC drew the committee's attention to an article in the Mearns Leader on 28th June reporting on civic dignitaries/council officials visiting the local area in support of important projects. Whilst there was much praise for a variety of activities there was no mention of the Tolbooth museum. CC has written to those involved outlining her annoyance and frustration at the lack of acknowledgement of the valuable volunteer work at the museum.

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

The last 4 weeks have seen a higher than usual expenditure in purchasing stock, publicity and display cases, however the funds still stand at £10,275.

GiftAid is hard to achieve but we are indebted to Ian MacIntosh for a gift during the last month.

June footfall is slightly up on June 2012.

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

Martin Sim visited the museum in order to take a publicity photo of 'Milly' the millipede for the forthcoming Stonehaven tourist brochure.

PAT testing was carried out by the Council on 1st July. All appliances passed. The next PAT is due in July 2015.

AN and GS meet Kirsty Duncan (the new Cultural Service Manager) on Wednesday 19th June. Our assessment of the meeting was very favourable and Kirsty expressed her

appreciation of the work done by the volunteers. Kirsty went away with a promise to investigate:

- a) improved lighting
- b) whether anything can be done to 'return' Stonehaven artefacts held in Mintlaw
- c) investigate funding for internships

A reminder was given over the Harbour activities scheduled for 25th August, probably from 1100 - 1630 hours.

Next year there is a national project to remember the start of WW1 and Ruaridh Wishart is the lead for the North East of Scotland. CC will contact him to establish whether the museum can play any part.

AN suggested that purchasing a gazebo style tent could be an asset to the museum as it could be erected quickly in the outer courtyard and provide protection against the inclement weather frequently experienced in the harbour area. If it was not been used for a courtyard activity by the museum there was the possibility of hiring it, and the courtyard, to other organisations.

**Action Point.** CC to contact Ruaridh Wishart re WW1  
JB/GS to investigate price and availability of portable canvas shelter

## **7 Curator's report**

New cases and lighting have been installed for the geology displays and is looking good. GS is now waiting for the new case for the *Cutty Sark* model donated by Andrew Bain; it is expected next week.

The central display boards in the North room need reviewing and also the lighting. (See also previous sections on lighting action by Clerk of Works and Kirsty Duncan).

JB has some WW1 artefacts which he could loan for any WW1 exhibition (see section 6)

## **8 Shop report**

JH was absent but had sent an email in which she outlined the stock position which is very healthy. However, JH informed the committee that due to commitments which will take her outwith Stonehaven for considerable periods of time she felt unable to continue as Sales Director and also wished to resign from the committee. However, she wished to remain as a volunteer. The committee regret JH's decision as she has put the shop activities on a firm footing and spent much time in acquiring saleable stock and providing a professional 'look' to the shop area. CC will write to JH expressing the committee's appreciation.

The committee asked GSt to assume JH's duties and she accepted. As a consequence of this acceptance a gap occurred in organising 'adult' visits as this was previously GSt's area of responsibility. GS offered to take over 'adult' visits if he got support for recording details on artefacts. LC volunteered to provide help after she returns from holiday in August.

**Action Point.** CC to write to Jacqui Harrold

## **9 Events Report**

RS was absent but also provided information by email. Newtonhill Primary school visited on 14th June and Ian Balgowan gave an enthralling demonstration of the sea life to be found off our coast - this was extremely well received.

Once the schools return after the summer break Rachel will contact all local schools with a booking form and a copy of the museum leaflet to encourage more visits.

## **10 AOCB**

a) Young help. Several of the committee now have young members of their family helping in the museum. This is to be encouraged as it provides the youngest with new skills (e.g. DoE Bronze Award looks for community work) and reflects well on their CV once in the job market.

b) SHS images. IB has had conversations with Doug Cusine and Graham McIntosh (both SHS) and they wish to investigate supplying a DVD of SHS images in order that the museum can take orders. [*Secretarial Note; is SHS 'joined up'? See section 3b*]

c) Signage. Again from Heritage Society via IB. There are complaints about the lack of signage to the museum from the boardwalk. Stonehaven Town Partnership has suggested erecting signage on the approaches to the Bervie Braes.

d) Walking access to Bervie Braes. DC volunteered to produce a walking map to access the Braes from the museum.

e) Anniversary of opening by Queen Mum. 11th September is the 50th anniversary of the re-opening of the Tolbooth building by the Queen Mother. One proposal is to invite the 'flower girl' present on the day (Susan Robertson) to attend a small ceremony at the museum. CC will endeavour to track down Susan as a matter of priority. If agreement is reached with Susan the committee can plan the finer details.

f) Tolbooth Times and mailing list. DC will send the latest Times to CC for issuing to all volunteers. CC requested that AN provides the most up to date email address list

**Action Point.** DC to produce walking map.

AN to supply email list to CC

## **11 Dates.**

The committee decided to hold an informal meeting of all volunteers, partners and elected councillors on **Tuesday 13th August**. The format will be a session beginning at 1330 hrs which will provide the volunteers with more information about the displays and seek out areas of uncertainty. Following this there will be a barbeque in the outer courtyard.

The AGM, to be followed by a regular committee meeting, will be held on **Wednesday 18th September** at the Resource Centre at 1930 hours.

**Action Point.** CC to issue invitation for both dates.

Andrew Newton

4th July 2013

Secretary

Stonehaven Tolbooth Association.

(Tolbooth Museum)

A Scottish Charitable Incorporated Organisation

SC043279

### Summary of Action Points

<b>Action Point</b>	<b>Person</b>
Seek a fundraising champion.	CC
Contact Andrew Lawson	CC
Contact Ruaridh Wishart re WW1	CC
Investigate price and availability of portable canvas shelter	JB/GS
Write to Jacqui Harrold	CC
Produce walking map.	DC
Supply email list to CC	AN
Issue invitation for both dates.	CC