

Meeting of the Stonehaven Tolbooth Association
Wednesday 11th September 2013
Invercarron Resource Centre

Agenda

- 1 Welcome
- 2 Apologies
- 3 Election of Office bearers
- 4 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 Curator's report
- 9 Shop report
- 10 Events Report
- 11 AOCB
- 12 Date of next meeting

[Secretarial note. This regular committee meeting was preceded by the AGM and the Chair, Treasurer and Curatorial reports are almost identical but are reproduced in the appropriate sections for convenience].

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), Dennis Collie (DC), Gwynne Stewart (GSt), Clare Thomas (CT)

1 Welcome. Cressida Coates welcomed the trustees, especially CT who was newly elected

2 Apologies. Ian Balgowan, Jim Bruce, George Strang

3 Election of Office Bearers. AN proposed Cressida Coates should be re-elected as Chair, seconded by Clare Thomas. CC proposed Andrew Newton should be re-elected as Secretary, seconded by GSt. CC proposed that Dennis Collie should be re-elected as Treasurer, seconded by GSt. The other posts do not require new elections although it was noted that we are now short of school and event organisers.

4 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

Action Point	Person	Report
Seek a fundraising champion.	CC	CC has not had any success from the volunteers but will circulate the membership again. Perhaps an individual would be happy to undertake a 'one-off' project ?
Contact Andrew Lawson	CC	Done

Contact Ruaridh Wishart re WW1	CC	Done. CC has received detailed information from Ruaridh Wishart and STA are assured that it will receive an invitation to the WW1 launch.
Investigate price and availability of portable canvas shelter	JB/GS	Now focusing on a wooden shed and prices have been obtained.
Write to Jacqui Harrold	CC	Done
Produce walking map.	DC	DC produced a draft which appears to have been misplaced in the museum. DC will re-visit the project
Supply email list to CC	AN	Done
Issue invitation for both dates.	CC	Done

5 Chair's report (This is a copy of the AGM report)

As you all know it is customary for the Chair to give a report on what has transpired the previous year. And what a fantastic year we have had. A sincere thank you goes to each and every one who has supported the running of the Tolbooth Museum.

How fitting we should be having our AGM on the 50th anniversary of the opening of the Tolbooth Building by the Queen Elizabeth the Queen Mother. It was wonderful to have the recent chance meeting with the flower girl of that day.

A year that saw us being investigated by the Paranormal.

Our visitor numbers have been maintained and the decision to open the Museum for the New Year (Hogmanay for Marjory) proved worthwhile, with record number of visitors and sales.

New Year saw dialogue with Aberdeenshire Council regarding our Access Agreement and after discussions we managed to sign an Access Agreement which will run for three years. A meeting also took place in June with Kirsty Duncan, Cultural Services Manager for Aberdeenshire Council Museum Service. She had nothing but praise for the work of the volunteers and hopefully we will be able to work together for the good of the Museum.

This was also echoed by Colin Mackenzie, Chief Executive of Aberdeenshire Council who on a visit to the Kincardine and Mearns area on 23rd July requested that a visit to the Tolbooth Museum was on his itinerary. A brief discussion at the end of his visit provided both sides with a clearer understanding what can be achieved in the future

We have also had a number of organised visits including from local primary schools, Brownies and Stonehaven Oil Wives. This will be an area we hope to continue and promote in future.

The Museum itself has benefitted from some additional cabinets and displays and we thank those involved with for all the hard work that went into making this happen.

Our shop has gone from strength to strength and hopefully this will continue under the watchful eye of Gwynne Stewart who took over the running of the shop when Jacqui Harrold resigned as a Committee member and Volunteer. However, it should be noted that we thank Jacqui for all her efforts.

We have also enjoyed (even if the weather turned on us) some informal gatherings where the opportunity for volunteers to meet and chat with other volunteers I feel was most beneficial. It gave us all the chance to talk and listen to ideas, thoughts and issues.

We have also been able to assist some local young people who are required to do an element of volunteering as part of their Duke of Edinburgh and so we were delighted they approached the Tolbooth Museum and we wish them every success.

And so we move forward to a new year and hopefully just as much success as we have enjoyed.

On that note I would like to take this opportunity to thank everyone for their continued time, support and commitment to the Tolbooth Museum and to my own daughter Louise who has on many occasions taken on a duty at the Tolbooth. Maybe she'll be the next 'Chair'.

Thank you.

6 Treasurer's report (This is a copy of the AGM report except for final paragraph which is new)

Firstly, just a reminder that I'm reporting on the period from when the STA took over the running of the museum funds – 12th September 2012, up till the financial year end 4th April 2013. The accounts prior to STA were handled by Stonehaven Town Partnership, with a handover of funds at STA formation.

So – to the accounts. Copies of the audited accounts are available, but as this runs to 6 pages a summary is available.

Brought Forward from STP	£ 6736.83
Income	3543.08
Expenditure	1636.67
Surplus for year	1906.41
Balance Carried Forward	£ 8643.24

The audited accounts were submitted to OSCR on 9th July and checked and accepted on the 10th July.

Thanks to:

- Graham Castle for examining the annual accounts
- Andrew for submitting the annual returns

STA operates two bank accounts with the CAF (Charities Aid Foundation) bank; the Gold account pays a modest rate of interest whilst the current account is used for day to day expenditure.

Finally I'd like to thank:

- all the volunteers who make the effort to complete the Daily Sheet upon which I rely for my information
- Raymond Milne at the Shell Hoosie for all he does to help us operate on a day to day basis
- Everyone else who has made looking after the museum funds a largely fun responsibility

Footfall:

For the period 5197

For AGM to AGM 16798
Apr 2012 – Mar2013 15521
Calendar year 2012 15636

The current funds on deposit are approximately £12,500 although more stock has just been purchased and a number of invoices are expected. DC will investigate setting up a BACS arrangement with Aberdeenshire Council as STA is due a refund for a fire safety check. The committee agreed that DC should make a final payment to David Fleming to cover the original purchase of pencils, rubbers and notebooks (a settlement figure has been agreed with David.) Similarly a final payment will be made to St Ternan's church with regard to baptismal postcards.

Action Point. DC to finalise payments to David Fleming and ST Ternan's church

7 Secretary's report

AN has approached Marks & Spencer asking if they have any surplus mannequins – no reply so far.

Negotiations have started with Aberdeen University about placing students in the museum during summer 2014. Discussions are at an early stage but two work ideas are:

- a) constructing a visitor survey
- b) artefact documentation.

It has been some considerable time since any contact with Kirsty Duncan (Cultural Services Manager) so AN will seek to re-open discussions on a number of topics.

The Meikel Carew windfarm fund is now open and the opportunity should be taken to make an application. Other potential sources of grants include Foundation Scotland and the Scottish Homecoming fund. It would be preferable to have an individual dedicated to fund raising but until such an individual can be identified (see also section 4(b) 1) the onus will be on the present committee.

Action Points. AN to contact Kirsty Duncan

8 Curator's report (This is a copy of the AGM report)

Our museum is pretty full now with a wide range of exhibits which seem to be of great interest to our visitors. The improved display cases with integral lighting have helped to show the artefacts to better effect.

Our tasks for 2013-2014 hopefully will include, in no particular priority order:-

- a) Improvement to overall lighting and additional display case lighting
- b) Improve and widen scope of Stonehaven schools display
- c) Liaise with outdoor swimming pool committee to improve their display which is getting tacky
- d) Procure a shed for a store and other uses. (Quotes for various sizes are available for discussion)
- e) Attempt to make better and more use of outdoor facility
- f) Liaise with Stonehaven Heritage Society to produce a digital projection display of old photographs
- g) Improve and add to descriptions of artefact notices

- h) Complete records catalogue of artefacts on display (mainly Items on new centre display in North Room
- i) Update list of donator and loaner forms for Tolbooth acquisitions. (this is a fairly major task since their would appear to be no written record of when and from whom some of the artefacts have been given).
- j) Also the problem with relations of deceased givers of artefacts who have signed forms when we restarted the museum stating that that they had loaned or donated their artefacts to the STONEHAVEN Tolbooth whereas in fact Aberdeenshire Council Museum Department are treating them as donations to Aberdeenshire Museums in General and dictating as to where they are actually located.
- k) We seem to be gathering a collection of books of historical interest about our area. We will have to give consideration as to where we can display this information separate from the publications which are for sale.
- l) Arrange a small display in 2014 with the help of the Stonehaven Heritage Society and schools? to commemorate the start of World War 1

In Summary we seem to be progressing rather than standing still and I would like to thank all the contributors of acquisitions and the people have helped to construct the exhibits and record them so far and trust that they will continue to do so in the future. (In particular with all the items listed above.)

9 Shop report

DC undertook a stock take on Tuesday 10th September and GSt reported very good sales on a number of items during the summer; new supplies of 'best sellers' have been purchased. Supplies of fleeces etc for new members should arrive in the next two weeks.

10 Events Report

With the resignation of Rachel Shanks we have lost our school organiser and so far we have been unable to recruit a new person. CC will approach Liz Johnston as it is thought that she expressed some interest in the position; failing that the committee will seek further support from the membership.

Action Point. CC to approach Liz Johnston about school visits

11 AOCB

None

12 Date of next meeting.

The next regular committee meeting will be held on **Wednesday 23rd October** at the Resource Centre at 1930 hours.

Andrew Newton
14th September 2013

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

Summary of Action Points

Action Point	Person
Finalise payments to David Fleming and ST Ternan's church	DC
Contact Kirsty Duncan	AN
Approach Liz Johnston about school visits	CC