

**Meeting of the Stonehaven Tolbooth Association
Wednesday 23rd October 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), Clare Thomas (CT), George Strang (GS), Jim Bruce (JB), Ian Balgowan (IB)

1 Welcome. Cressida Coates welcomed the trustees and apologised for the late publication of the Agenda.

2 Apologies. None

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

Action Point	Person	Report
Finalise payments to David Fleming and St Ternan's church	DC	See Treasurer's report
Contact Kirsty Duncan	AN	See Secretary's report
Approach Liz Johnston about school visits	CC	Initial discussions have taken place but further conversations are required. On going

4 Chair's report

CC has discussed the problem of liquid seepage from the 1st floor restaurant with Ron Davidson (Aberdeenshire Council estates manager) and there is no easy solution. Ron acknowledges that it is a long standing problem and should be resolved but the tenant is not inclined to address the situation as there are high costs, potential disruption to his business, the problem does not affect his restaurant etc, etc. If the leaseholder wishes to sublet then Aberdeenshire Council (AC) believe that they can insist on remedial action otherwise the problem may persist to 2022 when the current lease is due for renewal. On the other hand the

Association may have a stronger case in law to pursue the restaurant leaseholder for modifications. (see also Secretary's report)

Ruaraidh Wishart has sent an email regarding the forthcoming WW 1 anniversary and this will be circulated to the Trustees for consideration.

CC has contacted all the volunteers asking if they had any ideas about improving the museum and one suggestion was to have a 'hands-on' exhibit. JB offered to re-instate a previous demonstration of oat grinding and the Trustees were happy to accept this offer.

Approximately 16 volunteers have agreed to make their contact details public so that last minute changes to the rota can be made efficiently. These details will be circulated and also posted on the notice board in the museum.

Action Points. JB to organise demonstration of oat grinding
CC to circulate contact details

5 Treasurer's report

DC provided comprehensive outputs on stock and sales and the summary is printed below together with relevant comments on supplier settlements.

Finances since last meeting

Own Stock Payments

Salty Sam books	60.80
Lucky Gifts (butterflies etc)	140.00
Bulloch, Cowell & Co Ltd	109.60
Sprint Design	158.40
Total	468.80

Sale or return suppliers' settlements

David Fleming	200.00
St Ternans	27.20
Whitebeakdolphins	9.50
Stonehaven Heritage Society	37.80
Aberdeen & NE Fam Hist Soc	88.27
Jim Bruce	338.76
Alistair Lawrie	7.00
Dunecht Estates	3.50
Total	712.03

Miscellaneous	8.99
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Total Expenditure	1,189.82
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Current Funds	12,811.51
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Outstanding bills

fleeces	228.00
lights	32.00
Total	260.00

Balance	12,551.51
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Notes on Supplier settlements

David Fleming: outright purchase of all stock

St Ternans: includes payment for all baptism postcards, whether or not sold

Whitebeakdolphins: 1 photo missing, and hence considered sold

Dunecht Estates: we had only 1 guide, which we sold. But at only 13% profit it's better that visitors spend their money on something else!

Stonehaven of Old Vol 2 (£3): started with 6, sold 1 and have 15 left

Pictorial Stonehaven (£5) started with 10, sold 2 and have 2 left

Raedykes (£7): started with 3, sold 0 and have 2 left

Was this poor stock counting previously, or is there another reason?

We had one Cutty Sark book, and we sold it. I have no record of who supplied it and what is our commission, if any. Can anyone help

Kinneff Church: no sales, but we have more stock than we started with - presumably incorrect stock count last year

Mixing free issue and sales goods makes stocktaking difficult, and confuses volunteers

Reference items should be CLEARLY marked

Own stock: large butterflies sold out, yet only 91 recorded as sold

The stock analysis referred to the period 12 September 2012 to September 2013. GSt asked whether DC could produce a similar analysis for the previous 12 months as this would help her decide what stock to purchase in future. DC agreed to provide.

The Association still has a potential liability as we require a display case for the *Cutty Sark* and a local joiner has quoted £720.

Footfall - Still healthy, and stands at 16,474 to date for calendar year

Gift Aid & Expenses - Rather than not claim expenses, better to claim, then donate back as Gift Aid. Then we gain 25%

Action Point. DC to provide a stock/sale sheet for 2011 – 2012

6 Secretary's report

To shorten a long report bullet points are used.

- An application has been made to Foundation Scotland for a £360 grant to help defray cost of a display case for the *Cutty Sark*
- CC, GS, JB and AN met with Kirsty Duncan (Cultural Services Manager) on 15th October. The main points were –
 - David Bertie and Liz Ritchie have retired from Museum Services
 - Two new appointees required with an emphasis on 'partnership working'
 - Overall, visitor footfall is falling in Aberdeenshire although a few (Tolbooth & Peterhead) are bucking the trend.
 - There is very strong Council support for the Tolbooth
 - There have been detailed discussions within AC about seepage from restaurant (see Chair's report)
 - AC is considering improving the lighting in the museum – a joint project?
 - Despite earlier notification from the Museum Service that the Tolbooth was no longer accredited it seems that we still retain this status although it is due to expire in November 2013. Kirsty wants us to retain accreditation and will fund a mentor to advise on paperwork.
 - Kirsty will provide the footfall for the other museums in the AC portfolio

- Kirsty is proceeding with the idea of supplying paid interns next summer – it will depend on the 2013-2014 budget
- Next meeting with Kirsty – Friday 24th January 2014 1600 hrs.
- AN and GS met with Mike Scott (Historic Scotland) and Brian Watt (AC) on 22nd October
 - No objections to covering the outer courtyard – in fact strong support
 - Need design options for the roof
 - AC to repair courtyard walls? – they have a pot of money
 - Require planning consent if a wooden shed is erected in courtyard
 - AC & Historic Scotland disturbed by seepage from restaurant and are going to investigate further – Environmental Health? Legal action?
- The minutes from the 2013 AGM have been circulated, approved and posted on website
- An application will be submitted for the forthcoming City & Shire Tourist Awards
- Two applications have been made to Aberdeen University for student placements next summer

Action Points. AN to seek architect for courtyard

AN to submit application for Tourist award

7 Curator's report

New artefacts keep arriving – recently we have had loans of a bottle washer and a seed sower whilst 2 sewing machines have been donated. GS said that the next stages were to catch up on the document recording and to return items to Mintlaw.

GS has acquired 4 strip lights for the large cabinet in the North room and hopefully Bill Emslie will install next week.

GS has been approached by the Flood Action Group to sell calendars on their behalf. The Trustees approved selling 20 calendars at cost on a Sale or Return basis.

Action Point. GS/JB to organise return of artefacts to Mintlaw.

8 Shop report

GSt has taken delivery of new stock, namely fridge magnets (this includes a new design featuring the Fireballs) and butterflies. There is ample stock of tea towels and a good stock of fleeces for the volunteers. GSt believes that the mugs and coasters are priced too high and after some discussion the Trustees agreed to re-price at £4.00 for a mug and £1.60 for a coaster – the set will be offered for £5.

The 'squeezy dinosaurs' are not selling and the Trustees agreed to give them away as prizes in the Dinosaur quiz.

CC asked whether GSt wanted the shop area re-vamped and although it was agreed that the area needed freshening there were no clear ideas at the moment.

The stock take by DC had revealed a large supply of Stanehyve magazines which are not selling. AN to discuss with Gordon Ritchie of Heritage Society.

Action Points. GSt to re-price shop items

AN to discuss magazines with Gordon Ritchie

9 Events Report

2 classes came from Mill O' Forest Primary on 25th September. Very exhausting for the volunteers on duty but at the same time enjoyable – especially the fresh marine animal demonstration. On the same day approximately 15 members of a Family History Society received a guided tour.

Currently we have no event organiser but CT offered to take up the position.. CC will contact Liz Johnstone to establish whether Liz would share organising school and 'other' visits with Clare.

CC will write to the Mearns Leader highlighting that the museum is available for group private visits.

Action Point. CC to contact Liz Johnstone
CC to write to Mearns Leader re private visits

10 AOCB

1) GS has received a couple of images of old Stonehaven folk from a visitor and he will pass the information to David Fleming & Keith Stewart

2) The existing Stonehaven Heritage Society (SHS) display requires re-vamping.

3) There was a discussion over the opening days/hours at Hogmanay/Ne'er Day and CC will take this further

4) IB suggested a Tolbooth sign for people approaching the harbour via the boardwalk. CC will contact the appropriate AC staff.

5) IB offered to review the fishing display and in particular present the line fishing artefacts in a more understandable way.

Action Points. AN to talk to Gordon Ritchie about the SHS images
CC to send email to volunteers over Hogmanay staffing
CC to contact AC staff over a new sign near the boardwalk
IB to review line fishing artefacts

11 Date of next meetings

The next regular committee meeting will be held on **Wednesday 27th November** at the Resource Centre at 1930 hours.

The December meeting will be held on Wednesday 18th December to which all volunteers will be invited and receive some Christmas cheer.

Andrew Newton
25th October 2013

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

Summary of Action Points

Action Point	Person
Organise demonstration of oat grinding	JB
Circulate contact details	CC
Provide a stock/sale sheet for 2011 – 2012	DC
Seek architect for courtyard	AN
Submit application for Tourist award	AN
Organise return of artefacts to Mintlaw.	GS/JB
Re-price shop items	GSt
Discuss magazines with Gordon Ritchie	AN
Contact Liz Johnstone	CC
Write to Mearns Leader re private visits	CC
Talk to Gordon Ritchie about the SHS images	AN
Send email to volunteers over Hogmanay staffing	CC
Contact AC staff over a new sign near the boardwalk	CC
Review line fishing artefacts	IB