

**Meeting of the Stonehaven Tolbooth Association
Wednesday 2nd April 2014
Invercarron Resource Centre**

Agenda

- 1 Welcome & co-option of Raymond Milne
- 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), Raymond Milne (RM).

1 Welcome. Cressida Coates welcomed the trustees and it was agreed to co-opt Raymond Milne with special responsibility for the Clock Tower if a management protocol for the latter is agreed with Aberdeenshire Council.

2 Apologies. Clare Thomas, Ian Balgowan.

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted.

b) Matters arising

Action Point	Person	Report
Continue 'chasing' Aberdeenshire Council on boardwalk sign	CC	CC has made contact with the appropriate officer at Aberdeenshire Council. Once he has confirmation that the museum has Visit Scotland status he will provide a quote for a 'brown' sign. AN passed the relevant documentation to CC
Undertake a stock take and order accordingly	GSt	Almost complete - see Shop Report
Ask Raymond Milne if he would join the STA committee as a co-optee	AN	Done (see section 1)
Write to local schools and organisations	CT	CT is on holiday so this report is delayed until the next meeting
Put A4 poster in notice boards	IB	Done
Organise purchase of	AN	Procedures in place for when domain names are

.scot domain name		released
Investigate the possibility of Volunteer Friendly accreditation.	AN	See Secretary's Report

Action Point. CT to write to local schools and organisations.

4 Chair's report

CC reported that an article promoting the museum and the summer opening hours will appear in this week's (April 3rd) Leader.

Cressida is in discussion with 3/4 potential new volunteers and hopefully they can be added to the rota soon.

The April rota is in the final stages of completion although there are still a few dates that need filled. CC will circulate the latest version of the rota shortly.

CC will be on holiday in the last 2 weeks of May so will produce a draft rota during April. GS agreed to act as rota manager during her holiday.

5 Treasurer's report

This meeting coincided with the end of the financial reporting year so DC was able to provide a financial assessment for the previous 12 months. Income was £9,819 with expenditure of £4,160; this leaves an operating 'profit' of £5,659. Expenditure during the year included £1,836 for stock, £1,522 for display materials and £387 for uniforms. 56% of income was derived from 'barrel' donations.

The footfall for the period 1st April 2013 to 31st March 2014 was 17,229.

DC intimated that he is very busy in his personal life but is more than willing to help out if there is an unexpected gap in the rota.

DC provided a new supply of zip bags which AN will deliver to the museum on Saturday.

The financial accounts need to be examined by an external examiner before the annual submission to OSCR.

Action Point. AN to contact Graham Castle re examining accounts for OSCR

6 Secretary's report

AN contacted Gary Donaldson about Volunteer Friendly. A meeting was agreed to be held at the museum with GS, AN and Gary. Unfortunately Gary did not turn up although he subsequently claimed that the museum was closed during the appointed time (this is not correct). Following the non-meeting there was an exchange of emails which eventually agreed on a new meeting with the onus on Gary to set a new date. To date Gary has not been in touch.

Discussions have been held with Aberdeenshire Council over management of the re-furnished Clock Tower. These discussions have been very positive and most issues agreed. However, the Council still have to reach an internal agreement before completing any agreement with STA.

The opening of the Clock Tower has been delayed until at least the first week in May due to issues with the internal steel work.

The Imperial War Museum had requested information on a plaque awarded to Stonehaven in 1942 when the town allegedly adopted HMS Archer. Extensive investigations failed to discover any connection with HMS Archer although it was discovered that Stonehaven had adopted HMS Inver in 1944. The Imperial War Museum has corrected its information.

AN has been contacted by a Christiane Wilden who wants to lead a group of 12 German visitors to the museum on 1st May. This is recorded in the diary.

David Chouman (architect) has been in touch to explain that work has started on the design of a covered courtyard; a virtual Tolbooth building has been created and on 7th April will see the creation of suggested new roofings for the courtyard. A meeting will then be arranged with the architect to discuss the options available.

The question was raised about any developments on the re-flooring of the restaurant.

Action Point. AN to make enquiries about progress on re-flooring the restaurant.

7 Curator's report

JB has acquired a plough and a meal mill from the Benholm centre and has renovated them; he is happy to display them in the courtyard but see AOCB (Displays in Outer Courtyard)

Two forms have been sent to the lady from Glenbervie who donated the sewing machine. The donor has offered to write a short article concerning her use of the machine.

A sail has been donated and it may be displayed by suspending from the ceiling.

2014 is the 100th anniversary of the start of WW1 and there will be many displays etc by many museums. Mintlaw are concentrating their resources on a small display at Peterhead museum and have nothing to offer Stonehaven. GS has contacted Stonehaven Heritage Society, in particular Keith Stewart, and a David Atherton about WW1 memorabilia. In addition GS and DC have a number of DVDs relating to WW1. GS will lead on creating displays on WW1 and hopes to have 90% of the work completed by the end of May

GS has also created a small quiz that highlights the futility of war and the huge human cost of WW1.

The offer of the loan of a large model of the *Cutty Sark* has been referred to the Maggie Law museum.

8 Shop report

The stock take has been completed except for the pencils, rubber and notebooks which will be finished shortly.

The inventory shows that the local books are not selling and perhaps they should be returned to the providers although the museum should retain one copy of each for reference. Other items not selling well are the toys and these will not be re-ordered; instead future stock will concentrate on souvenir orientated gifts. New orders will include:

- Tea towels
- Magnets (especially Fireballs image)
- Baptismal postcards

- Large butterflies and a small amount of insects

RM informed that sea shells sold well when he ran the local shop and will provide details to GSt who will consider stocking these items although a final decision will depend on the stock to be offered by the new owner of the Shell Hoosie.

GSt noted that the supply of Daily Record Sheets is low, also we need more low cost 'Lucky Dip' prizes.

Action Points. DC to order 50 baptismal postcards.

GSt to order new stock

AN to acquire large butterflies and 50 insects

CC to print Daily Record Sheets

9 Events Report

The committee agreed to host a 'Walking on the Shoreline' workshop run by Petra Vergunst on 26th and/or 27th April.

10 AOCB

Easter - CC and AN have obtained supplies of small Easter eggs and these will be placed in the kitchen to be distributed to children on Easter Friday, Saturday and Sunday.

Displays in Outer Courtyard - JB has offered to place some larger artefacts in the outer courtyard but the committee expressed concerns over security and in particular the presence of a large number of waste receptacles currently used by the restaurant and located in the courtyard. The displaying of extra artefacts would be welcome but there are issues to be resolved first. Further consideration will be given to the use of the courtyard..

11 Date of next meetings

The next regular committee meeting will be held on **Wednesday 14th May** at the Resource Centre at 1930 hours.

Andrew Newton
3rd April 2014

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

Summary of Action Points

Action Point	Person
Write to local schools and organisations.	CT
Contact Graham Castle re examining accounts for OSCR	AN
Make enquiries about progress on re-flooring the restaurant.	AN
Order 50 baptismal postcards	DC
Order new stock	GSt
Acquire large butterflies and 50 insects	AN
Print Daily Record Sheets	CC