

**Meeting of the Stonehaven Tolbooth Association
Wednesday 14th May 2014
Invercarron Resource Centre**

Agenda

- 1 Welcome & introduction of Guest Speaker Keith Stewart
- 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), Ian Balgowan.

1 Welcome. Cressida Coates welcomed the trustees but there was a 'no show' from Keith Stewart.

2 Apologies. Clare Thomas, Raymond Milne, Laura Christie.

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted.

b) Matters arising

Action Point	Person	Report
Write to local schools and organisations.	CT	CT was absence so no update was available.
Contact Graham Castle re examining accounts for OSCR	AN	See Treasurer's report
Make enquiries about progress on re-flooring the restaurant.	AN	Contact was made with the surveyor involved and she reported that her findings had been sent to Aberdeenshire Council management. No further information is available.
Order 50 baptismal postcards	DC	All available stock has been acquired by DC.
Order new stock	GSt	See Shop report.
Acquire large butterflies and 50 insects	AN	See Shop report.
Print Daily Record Sheets	CC	Done

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

4 Chair's report

Arising from a suggestion by Kirsty Duncan that STA should contact Aberdeenshire Council personnel about fund raising CC has had discussions with Karen McWilliam with the outcome that Ed Garrett will visit the museum at 1030 on Friday 13th June. The topic will be fund raising.

Laura Christie has intimated that she is unable to provide the level of commitment that she believes that she should offer to STA and consequently she has resigned from the committee. However, she will continue to help GS and JB with the asset register.

CC is going on holiday and GS will assume responsibility for the May and June rotas. Four new volunteers have been recruited - Tom McPherson has already acted as a guide and James Patterson is on the May rota. CC will have an induction meeting with Neta Thomson and Pam Leiper on 10th June at 1700 hrs.

Also on 10th June STA will hold an awards night for the volunteers at the museum starting at 1700 hrs.

5 Treasurer's report

DC reported that the funds currently stand at £15,126 although there are large commitments for stock purchase and architect fees.

The accounts have been examined by Graham Castle and passed with flying colours. DC asked that the secretary convey a formal 'thank you' to Graham.

Action Point. AN to thank Graham Castle for examining the STA accounts.

6 Secretary's report

Irene Gray (Afterdark Paranormal Investigations) has been in contact about the forthcoming hire on Saturday 26th July. The committee agreed that the museum could be hired from midnight to 0600 hrs on 27th. AN to contact Irene.

AN reported that refurbishment of the Clock Tower has been delayed by at least 4 weeks due to problems with Building Control. Aberdeenshire Council are still keen to agree an operational agreement with STA but the financial arrangements have been changed. In the first year £1000 will be found from a third party; in subsequent years the suggestion is that the funding will be derived from advertisements. The mechanics of this funding stream are unclear and AN will seek clarification.

In previous meetings with Kirsty Duncan the latter has been enthusiastic about 'interns' working at the museum during the summer. However, there has been no information recently and summer is almost here! AN has attempted to contact Kirsty but she is currently on holiday.

David Chouman has made a presentation to Trustees over his visions for the Tolbooth; the favourite design is the one containing a circular restaurant on the first floor. AN is meeting with David at 0900 hrs on Wednesday 21st May to discuss the next stage. AN will also inform Willy Munro on developments.

AN suggested buying a Tide clock (price - approx £22) for the museum and the committee agreed.

Action Points. AN to contact Irene Gray (afterdark).

AN to investigate further the proposed funding stream for operating the Clock Tower.

AN to contact Willy Munro (Area Manager) to apprise him of proposed Tolbooth developments.

AN to buy Tide clock

7 Curator's report

Concerns have been raised about the profusion of waste bins now sited in the outer courtyard to which STA has access. CC will contact Kirsty Duncan over the problem.

Work is proceeding well on a presentation concerning the centennial anniversary of the start of World War 1. This is a joint project between GS and Keith Stewart (Stonehaven Heritage Society (SHS)) but there are some concerns over the hardware required. The final presentation will be either on a DVD or by PowerPoint but a high definition TV with PC connections and a computer are essential. The committee agreed to provide funding for these items. After the WW1 project the hardware will be used for the fireballs DVD and for SHS images.

Unfortunately Benholm Mill has been closed - hopefully temporarily - and many artefacts owned by JB have been re-located to the museum where they add even more atmosphere to the 'Do You Remember?' section.

Action Points. CC to contact Kirsty Duncan over waste bins in outer courtyard

GS/AN to purchase suitable IT hardware.

8 Shop report

GSt has placed orders with Sprint Design and Glen Appin and AN brought back butterflies and fridge magnets from Devon. Consequently there is a good level of stock in advance of the summer season.

GSt raised a query over whether there sufficient postcards and will check stock in the office. At the same time she will check the stock level of museum 'flyers'.

The committee agreed to return all unsold Family History Society booklets although one of each subject will be retained for reference. GSt will action and liaise with Marjory Edward.

Copies of the new East Grampian Coastal Partnership magazine (Discover) will be distributed to visitors.

A recent visitor to the museum wished to purchase a necklace from the stock which she maintained had been donated to the museum when MRI closed own. Neither staff of trustees can remember any such necklace donation but committee members will investigate further.

Action Points. GSt to review stock of postcards and flyers

GSt to begin process of returning booklets to Family History Society.

9 Events Report

The 'Walking on the Shoreline' workshop which was run during normal opening hours raised a few problems as there was a clash between running the museum for the public and holding a 'private' session at the same time. Perhaps future workshops should be held outwith normal opening hours.

Monday 19th May will be a busy day as 43 children are expected from Dunnottar Primary school; at the same time Lee McCann (Mearns Leader reporter) will be in attendance undertaking volunteer duties as part of the paper's latest project.

10 members of a walking group are expected on Thursday 5th June.

10 AOCB

Community Profile - The committee provided answers to a questionnaire sent to GS by Alistair Lawrie.

Dogs - The question was raised again about allowing access to dogs. The general feeling was that there was no hard and fast rule against permitted entry but common sense should be used before permitting any such entry.

Fleeces - several of the committee believe that the STA fleeces should be issued free of charge to all new volunteers. No firm decision was reached.

Fishing - IB has still to make the stand for the 'shoulder' used in line fishing.

Stonehaven theatre - a recent visitor enquired where the local Stonehaven theatre was sited. For future reference JB and DC informed the committee that it used to be where the Beach Pavilion is now.

Biting dinosaurs - the museum still has about 60 such items in stock and they are not big sellers. CC proposed that the selling price is reduced to £1 for a couple of months. The new selling price should be reviewed at the end of the summer. Committee agreed.

11 Date of next meetings

The next regular committee meeting will be held on **Wednesday 11th June** at the Resource Centre at 1930 hours.

Andrew Newton
17th May 2014

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

Summary of Action Points

Action Points	Person
Write to local schools and organisations.	CT
Thank Graham Castle for examining accounts for OSCR	AN
Contact Irene Gray (Afterdark).	AN
Investigate further the proposed funding stream for operating the Clock Tower.	AN
Contact Willy Munro (Area Manager) to apprise him of proposed Tolbooth developments.	AN
Buy Tide clock	AN
Contact Kirsty Duncan over waste bins in outer courtyard	CC
Purchase suitable IT hardware.	GS/AN
Review stock of postcards and flyers	GSt
Begin process of returning booklets to Family History Society.	GSt