

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 11th June 2014  
Tolbooth Museum**

## 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), Raymond Milne (RM).

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

**2 Apologies.** Clare Thomas, Jim Bruce, Ian Balgowan.

**3 Minutes of previous meeting.**

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

**b) Matters arising**

Action Points	Person	Report
Write to local schools and organisations.	CT	Little progress has been made with this action point
Thank Graham Castle for examining accounts for OSCR	AN	Completed
Contact Irene Gray (Afterdark).	AN	Completed
Investigate further the proposed funding stream for operating the Clock Tower.	AN	See joint report by RM and AN in Secretary's report
Contact Willy Munro (Area Manager) to apprise him of proposed Tolbooth developments.	AN	Completed and Willy supportive of the proposed development.
Buy Tide clock	AN	Done
Contact Kirsty Duncan over waste bins in outer courtyard	CC	To be progressed
Purchase suitable IT hardware.	GS/AN	Laptop purchased; TV and cables still to be bought
Review stock of postcards and	GSt	Stock of postcards adequate for this year.

flyers		Other stock at satisfactory level. DC to review flyer stock
Begin process of returning booklets to Family History Society.	GSt	Progress started and many returned already

**Action Point.** DC to review stock of flyers.

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

The Chair has been on holiday but returned in time to host the Volunteer's award event on the previous Tuesday and it was regarded as a great success. As a follow up CC will write an article for the Leader.

CC reminded the committee that Ed Garrett will visit the museum at 1030 on Friday 13th June to discuss fund raising.

The June rota still has 3 gaps in it but GS agreed to staff Sunday 15<sup>th</sup>; CC will take Monday 16<sup>th</sup> and both GSt and DC are on standby for Monday 30<sup>th</sup>.

The Harbour Hi-Jinx are on 24<sup>th</sup> August and CC has suggested extended opening hours with volunteers doing one hour a piece. A special rota will be constructed for this day.

CC led a discussion about the procedures for storing the takings etc and it was agreed that the monies would now be held in house until uplifted by DC. The museum keys would be lodged with the Harbour Hut, reflecting the role previous operated by the Shell Hoosie.

During the award night the subject of the Clock Tower was broached and all the volunteers seem happy with the draft proposals although it is accepted that there may be some alterations before final implementation.

**Action Points.** CC to write an article about volunteer night for the Leader  
 CC to circulate information and seek volunteers for 24<sup>th</sup> August  
 CC to inform volunteers of new key/takings procedures

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

DC reported that the funds currently stand at £15,282 although there has been heavy expenditure on ensuring stock is at a satisfactory level. Architect fees are still outstanding.

Footfall for both April and May have been very satisfactory and show a 28% increase on the same two months of 2013.

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

Clock Tower (joint report with RM). Aberdeenshire Council have now confirmed that a sponsor has been found for the first year of the Clock Tower opening. RM is happy to seek sponsorship from local firms for the second year of operation. There has been a long delay in completing the Tower's refurbishment and this is due to a dispute within the Council over the length and slope of the proposed disabled ramp. It appears that this problem has been resolved and RM is hoping to see Muirfield back on site by the end of this week and at the start on next week. It is believed that all work must be finished by 16<sup>th</sup> July. Progress is being made on manufacturing the fittings within the Tower and currently investigations are being made into installing a PA system. At one stage it was hoped to install panoramic cameras but

this has not proved practical; however, a panoramic view will be recorded from a remote helicopter and the recording shown on a TV screen. The STA will open the Clock Tower at the same times as the museum but RM may open for extended hours at his discretion.

AN finally lost patience with the lack of communication with Aberdeenshire Council and made a formal complaint. This is now under investigation. In the meantime John Harding, Head of Lifelong Leisure and Learning, has expressed his concerns and will arrange a meeting of all parties.

## **7 Curator's report**

Work is proceeding well on a presentation concerning the centennial anniversary of the start of World War 1 with a number of posters now displayed around the museum. Relevant artefacts are also being placed in display cabinets at the entrance. GS is still waiting for a digital display from Keith Stewart. What is still required is some advertising of the displays.

A new leak occurred today from the restaurant and last week a visitor was visibly upset when crockery was dropped on the restaurant floor. These matters will be discussed at the meeting with John Harding.

A party of 10 are due to visit the museum on Thursday at 1030 and a party from Dunnottar school is expected next week although the date and time have not been confirmed. GSt will 'chase'.

GS has written to Mintlaw confirming the location of all artefacts 'owned' by Aberdeenshire Council and again reiterated that many artefacts were donated in the expectation that they would always remain in Stonehaven and not stored elsewhere. No reply received yet.

GSt will supply some flag bunting to decorate the museum entrance

**Action Points.** AN to raise the issue of restaurant floor with John Harding  
GSt to confirm date and time of Dunnottar school visit.  
GSt to supply bunting

## **8 Shop report**

Stock is at a satisfactory level and GSt wishes to set prices to promote sales and at the same time have a profit margin that is reasonable. The committee look for at least 100% mark up, or whatever the market will bear but accept that the price of poor sellers may have to be reduced in the medium to long term.

The reference books on the circular table are very untidy and a more suitable storage facility is required. DC/AN to investigate

**Action Points.** DC/AN to investigate storing reference books

## **9 Events Report**

Nothing to report

## **10 AOCB**

AfterDark – DC is prepared to man a 6 hour shift on 26<sup>th</sup> July but CC will inform the volunteers of the event and is prepared to accept extra help.

Road Train - The new road train is due to start operations at the beginning of July; it will pass the museum and stopped at the old MRI building. STA should endeavour to capitalise on this potential source of new visitors.

**Action Point.** CC to inform volunteers of AfterDark hire

### **11 Date of next meetings**

The next regular committee meeting will be held on **Wednesday 16th July** at the Resource Centre at 1930 hours.

Andrew Newton  
11th June 2014

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

### **Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Review stock of flyers	DC
Write an article about volunteer night for the Leader	CC
Circulate information about Harbour Hi-Jinx and seek volunteers for 24 <sup>th</sup> August	CC
Inform volunteers of new key/takings procedures	CC
Raise the issue of restaurant floor with John Harding	AN
Confirm date and time of Dunnottar school visit.	GSt
Supply bunting	GSt
Investigate storing reference books	DC/AN
Inform volunteers of AfterDark hire	CC