

**Meeting of the Stonehaven Tolbooth Association
Wednesday 26th November 2014
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 Clock Tower report
- 9 Shop report
- 10 Events Report
- 11 AOCB
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), George Strang (GS), Jim Bruce (JB), Clare Thomas (CT), Tom Macpherson (TM), Dennis Collie (DC), Gwynne Stewart (GSt), Raymond Milne (RM)

1 Welcome. Cressida Coates welcomed the trustees with the sad news that Bill Leitch, one of our volunteers, died after a short illness. CC has sent flowers to his widow Margaret and, together with GS and JB, will attend the funeral on Friday.

2 Apologies. Ian Balgowan (IB)

Absent. None

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted.

b) Matters arising

Action Points	Person	Report
Supply Netta's and Pam's details to AN	CC	CC has contacted Netta and Pam to obtain full details
Provide list of returned items to DC	GSt	Has spoken to Marjory Edward and was under the impression that the Family History Shop had submitted an invoice. Nothing forthcoming so GSt will chase.
Undertake stock take of 'third party' items	DC	Due to absence no action yet
Investigate sale of memorial booklet	DC	DC has negotiated 10 copies for sale at £2 each
Add Leader to Tolbooth Times circulation list	CC	Done

Produce colour copy of Tolbooth Times for museum	TM	Done
Add phone credits	CC	On CC's 'to do' list
Send out invitations for social gathering on 17th December	CC	Done
Contact Willie Munro over work at the Tolbooth	AN	See Secretary's report
Investigate producing extra Fireballs' DVDs	TM	10 copies provided

Action Point. CC to supply Netta's and Pam's details to AN
GSt to chase invoice
DC to undertake stock take of 'third party' items

4 Chair's report (Cressida Coates)

CC reported that STA work was at a low level last month and only two items had come to her attention.

- STA have received an invitation from the Museums Galleries Scotland and the Social Enterprise Academy to attend a seminar on 'Making your museums more sustainable' in Edinburgh on 20th January 2015. GS and JB have applied to attend.
- The Lord Lieutenant sent a letter expressing her delight in her recent visit to the museum. Carol Kinghorn also asked for two nominations to attend the Queen's Garden in Edinburgh next July. CC will consider this matter further.

5 Treasurer's report (Dennis Collie)

DC is now back from his holiday in foreign climes and reported that the footfall from January to last weekend was 19,724. This is approximately 2,000 more than the same period in 2013.

Income during the last month was £1,164.41. Due to DC's absent last month there was no recorded expenditure.

6 Secretary's report (Andrew Newton)

From Matters Arising. Subsequent to the last committee meeting AN contacted Willie Munro over:

- Flooring - Willie has contacted the Council's Property Division but is unhappy with their reply and further discussions are to be held.
- Re-development - The 12 area Councillors received an in-confidence report from council officials and were positive about the vision. Discussions are now on-going about the next steps with both the architects and the Council.

Brain Watt has provided a third draft of the access agreement for operating the Clock Tower and a copy is now being examined by the Council's legal department. Minor adjustments may still be required.

Stonehaven Town Partnership (STP) have intimated that a consultant has been employed to provide a harbour development feasibility study. STA have been asked to provide any observations/comments by the beginning of January. CC will seek comments from all volunteers and formulated a reply to STP.

Action Point. CC to circulate volunteers over harbour development

7 Curator's report (George Strang)

A number of changes have been made to the displays during the last month.

- The R W Thomson display has been moved to the auditorium area
- JB has donated a large case which now contains the newly acquired model ships
- One excess mangle should be returned to Mintlaw but there are logistic problems as their transport official is currently on light duties.

The museum received a visit from Mintlaw personnel on 24th October and the result was the withdrawal of one piece of low level radioactive rock. STA was informed that the newly appointed Head of Museum Services had decided not to accept the post and it will have to be re-advertised yet again. At the same time Catherine intimated that she will be resigning in January. This will leave 3 vacant posts at Mintlaw out of a total complement of 5.

GS and AN will attend an inaugural museum/heritage forum at Inverurie on 5th December.

Martin Sim's text on the Black Hill Memorial has been updated on the web site.

Seven members of the Stonehaven Lions Club visited the museum on 18th November and were greeted by 9 volunteers. A representative of the Lions expressed their appreciation of the museum and asked how they can help. CC is to contact Michael Hopkins suggesting a financial contribution towards the purchase of the model ships and the tempered glass for the new display case.

Action Point. CC to contact Lions Club inviting a financial contribution towards the purchase of model ships/tempered glass.

8 Clock Tower (Raymond Milne)

With the annual Fire Balls fast approaching time is running out for the Clock Tower to be completely refurbished for Hogmanay and it now seems that the refurbishment will not be completed until January 2015; for example the external barriers may require replacement. However, the Council have assured RM that the Tower will be able to play its usual major role in the Hogmanay celebrations. This includes provision of a web cam linked to the Council web site, an operational PA system and lighting as per original specification.

The Fire Balls Association have acquired a music licence for 31st December.

David Chouman will be at the Tower at 1500 hours on Friday 28th.

GS asked whether work in the 'cannon' area and on the boardwalk would be finished by Hogmanay. RM has received such an assurance from the Council.

9 Shop report (Gwynne Stewart)

CC asked whether the shop was well stocked for the festive period and GSt replied that re-orders are imminent, especially for castle magnets which are very low.

GSt raised the possibility of purchasing logo printed carrier bags for re-sell but DC warned that this could be expensive. GST will investigate further.

For a couple of weekends the museum has been out of lucky dip prizes for the Dinosaur quiz and unwrapped biscuits have been offered as an alternative. The committee felt that this put the STA at risk due to the possibility of children consuming allergens and it was agreed that in

future only wrapped produce will be offered with the consent of a parent/guardian. In the meantime Louise Coates has wrapped another 100 + lucky dips.

Action Point. GSt to re-order stock

GSt to investigate cost of printed carrier bags

10 Events Report (Clare Thomas)

CT has received some lovely letters from Dunnottar school and it is evident that the pupils thoroughly enjoyed their visit.

The new headmistress of Arduthie primary has visited and was also impressed with the museum.

CT wrote to the local camera club offering the museum as a photo shot location but had received no reply. TM and AN (members of the club) will suggest to the club committee that the museum is part of a summer outing in 2015.

12 AOCB

TM is beginning to plan the next edition of the Tolbooth Times and will shortly send out an email. Advance notice suggested the following contributions:

- AN - Douglas painting/ Ghost hunters
- GS - new model ships
- DC - visitor stats
- CT - school visits
- RM - Clock Tower

GS informed the committee about a project running in Edinburgh which makes the use of memorabilia to improve the mental state of those suffering from Alzheimer's etc. The committee will consider this further.

CC needs an attendance response (yes or no) for the social night on 17th December

CC has completed the rota up to 30th December but volunteers are still required for the evening shift on 31st when the museum will be open from 2000 - 2230 hours

AN mentioned that the public toilets were closed on Saturday 22nd November. However, the cleaner claims that they were only closed for a short period for cleaning. It is recommended that awareness of any future 'closures' should be noted in the diary.

Action Point. Committee to consider a project to aid suffers of Alzheimer's disease.

13 Date of next meeting

The next meeting will be held on **Wednesday 4th February** at the Resource Centre at 1930 hours.

Andrew Newton
27th November 2014

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

Summary of Action Points

Action Points	Person
Supply Netta's and Pam's details to AN	CC
Chase invoice (Family History)	GSt
Undertake stock take of 'third party' items	DC
Circulate volunteers over harbour development	CC
Contact Lions Club inviting a financial contribution towards the purchase of model ships/tempered glass	CC
Re-order stock	GSt
Investigate cost of printed carrier bags	GSt
Consider a project to aid suffers of Alzheimer's disease	Committee