

Meeting of the Stonehaven Tolbooth Association
Wednesday 4th February 2015
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 Update on Tolbooth building
- 12 AOCB
- 13 Dates of next meetings

Minutes

Present. Andrew Newton (AN), Jim Bruce (JB), Tom Macpherson (TM), Dennis Collie (DC), Gwynne Stewart (GSt), Ian Balgowan (IB)

1 Welcome. AN acting as Chair welcomed fellow members of the committee. Unfortunately, illness and prior engagements resulted in a slim downed attendance.

2 Apologies. Cressida Coates (CC), George Strang (GS), Clare Thomas (CT), Raymond Milne (RM)

Absent. None

3 Minutes of previous meeting.

a) Acceptance GSt proposed that the previous minutes be accepted and TM seconded the proposal.

b) Matters arising

Action Points	Person	Report
Supply Netta's and Pam's details to AN	CC	Action still required
Chase invoice (Family History Society)	GSt	GSt has discussed with Marjory and latter has 'chased' Society again. No sign of an invoice and will be 'chased' again.
Undertake stock take of 'third party' items	DC	DC has been away - action still required
Circulate volunteers over harbour development	CC	Done
Contact Lions Club inviting a financial	CC	Done but has letter of thanks been

contribution towards the purchase of model ships/tempered glass		sent?
Re-order stock	GSt	Done but is missing a supply of 'Castle' tea towels from supplier. To be chased.
Investigate cost of printed carrier bags	GSt	See under Shop Report
Consider a project to aid sufferers of Alzheimer's disease	Committee	See under Curator Report

Action Point. CC to supply Netta's and Pam's details to AN
GSt to chase Family History invoice again
DC to undertake stock take of 'third party' items
CC to confirm that letter of thanks sent to Lions Club
GSt to contact supplier over non receipt of tea towels

4 Chair's report (Provided by AN in absence of Cressida Coates)

The couple that are holding the wedding at the museum on Saturday 7th March will be visiting the museum on Saturday 14th February to discuss the final arrangements for the ceremony. TM will be on duty and will liaise with the couple.

CC has been provided with names of members that have shown an interest in attending the Garden Party on 1st July.

5 Treasurer's report (Dennis Collie)

DC reported that the footfall for January 2015 was 766, this compares with 516 in January 2014 and 510 in January 2013.

Income from 26th November 2014 to date was £1,510.28 (this included donations of £250 and £100). Expenditure during the same period was £2,193.88. The high expenditure can be explained by the purchase of 5 model ships. DC has contacted Aberdeenshire Council over the delayed payment of the costs involved in the employment of the intern last summer.

6 Secretary's report (Andrew Newton)

The museum has received a booking for visit by Spanish students on 25th June (details in diary). There is the possibility of visits by French students in March and April - nothing confirmed.

Kirsty Duncan has been emailed about the possibility of employing an intern during the summer but so far there has been no response.

Willie Munroe has requested that the Harbour Feasibility Study Group be informed about the proposed renovation and extension to the Tolbooth building. In the light of this request AN circulated a press release for approval by the committee and this has been sent to CC for final approval.

AN to write letter of thanks to Mr Greenhowe for his donation.

Action Point. AN to write to Mr Greenhowe

7 Curator's report (Provided by JB in absence of George Strang)

JB provided a summary of JB and GS's attendance at the Museums Galleries Scotland and the Social Enterprise Academy seminar on 'Making your museums more sustainable' in Edinburgh on 20th January. They were disappointed in the outcome and felt that it was geared more

towards the larger national museums; although there would be appear to be a lot of money on the table the funds were nearly all loans rather than grants and as such of little interest to STA.

Aberdeenshire Library service has provided a list of 'Memory Boxes' which can be used in visits to old people homes. There was a discussion on the contractual obligations, in particular indemnity for 'lost' articles, but it was decided to hold another discussion at the next meeting when hopefully GS, who has initiated the project, will have returned to good health.

Mintlaw has loaned two display cases to STA. Unfortunately the glass on one cracked during the week and it was discovered that neither case was fitted with safety glass. STA has received a quote from Esk Glazing to replace the glass tops with safety glass and Mintlaw have offered to donate the cases to STA. Unfortunately Mintlaw are insistent on retaining the keys as Aberdeenshire 'owned' artefacts are usually displayed in the cases. The committee felt that this showed a lack of trust and respect to STA and cannot accept this condition. The committee requested that GS contacted Mintlaw for clarification. Some of the committee also suggested that it would be more appropriate to purchase vertical display cases and so free up some floor space. This requires further discussion. In the meantime Esk Glazing have not been authorised to proceed.

Action Points. AN to place Memory Boxes on next agenda
GS to contact Mintlaw re display cases

8 Clock Tower (Provided by AN in absence of Raymond Milne)

Both RM and AN are frustrated by the apparent lack of progress by Aberdeenshire Council. On the one hand they are told that it is nearly complete (a constant refrain since June 2014) and could be opened immediately; on the other hand;

- the PA system is still to be installed
- no CCTV
- no resolution of the web cam situation
- the external guard rails are still in question
- the electrics need fine tuning
- no free standing 'Welcome' A-board
- the contract between the Council and STA seems to have disappeared within the Council legal department.

However, we are told that it will be open by Easter. Neither AN nor RM intend to chase any further.

9 Shop report (Gwynne Stewart)

GSt provided an example of a cloth carrier bag that has been embroidered by Woodview with the logo 'Tolbooth Volunteer'. We have a stock of 20 and the committee agreed to provide them free to the volunteers on a first come, first served basis. GSt will order a further 20 from Woodview with the logo 'Tolbooth Museum Stonehaven' and these will go on sale in the shop.

Action Point. GSt to order further cloth carrier bags form Woodview.

10 Events Report (Clare Thomas)

Nothing to report in CT's absence

11 Update on Tolbooth (Andrew Newton)

AN has received the estimated costs of the extension. The budget was provided by Carden Project Management Ltd, a local firm of project management contractors, under instruction from our retained architects and the budget has now been circulated in confidence to all of the committee. Logically the next stage is to apply for Planning Permission and Listed Building Consent and AN has requested an estimated cost from the architects before any further action. At the same time Aberdeenshire Council should be engaged in further discussion.

The committee requested that the minutes showed their appreciation of Andrew Newton's efforts in driving this project forward.

Action Point. AN to contact Aberdeenshire Council re Tolbooth extension

12 AOCB

GSt reported that Marjory has lost her name badge and requests a replacement. DC to action

The museum requires a 'good spring clean' but it will be deferred until after the fate of the display cases is decided.

IB is still trying to track down a working example of an old fishing plotter.

Action Point. DC to provide new name badge for Marjory.

13 Date of next meeting

The next meeting will be held on **Wednesday 18th March** at the Resource Centre at 1930 hours.

Further dates are:

Wednesday 29th April

Wednesday 27th May

Wednesday 24th June

Andrew Newton
5th February 2015

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
Confirm that letter of thanks sent to Lions Club	CC
Contact supplier over non receipt of tea towels	GSt
Write to Mr Greenhowe	AN
Place Memory Boxes on next agenda	AN
Contact Mintlaw re display cases	GS
Order further cloth carrier bags from Woodview	GSt
Contact Aberdeenshire Council re Tolbooth extension	AN
Provide new name badge for Marjory	DC