

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 27th May 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 Shop report
- 9 Events report
- 10 Clock Tower
- 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), George Strang (GS)

**1 Welcome.** Due to an unexpected family situation CC was unable to attend the meeting and AN took the chair.

**2 Apologies.** Clare Thomas (CT), Cressida Coates (CC)

**Absent.** Raymond Milne

### **3 Minutes of previous meeting.**

**a) Acceptance** The previous minutes of 29th April were accepted.

### **b) Matters arising**

<b>Action Points</b>	<b>Person</b>	<b>Report</b>
Confirm meeting room booking dates with Resource Centre	CC	Done but due to the unavailability of a room on the due date the AGM has been moved to Tuesday 15th September.
Contact David Fleming and decline offer of involvement with Court House.	CC	In CC's absence this item is deferred
Draft and circulate an article concerning a summer intern	CC	See Chair's report
'Chase' Mintlaw over missing cabinet key and the list of loaned items	GS	A key has been sourced and will be dispatched by post
Meet with digital visual creators	GS/JB	Done and the resulting images have

		been posted on the web site
Co-ordinate a visit from Dunnottar P4/5	CT/GS	CT is liaising with the school
Organise visit from Cromar Heritage	JB	This will occur on 1st/2nd June and although primarily concerned with JB's other collection there may be a visit to the museum
Provide a spare key	RM	Done
Produce a written procedure list	AN/RM	Done - a 'dry run' is required to test the procedures
Liaise with Meg Findlay over facilities for Folk Festival	DC	DC is liaising over an event in the morning but see also below
Research purchase of printer	TM	Two printers were identified at around the £60 mark but TM recommended that this action was not progress at the present time as infrequent use of the printer would lead to clogging of the printer head and cause an expensive malfunction and repair.
Consider summer 'gathering' for volunteers	Committee	Deferred until CC's return

**Action Points.** CC to contact David Fleming and decline offer of involvement with Court House

CC to report on 'summer gathering' proposal

#### **4 Chair's report (Cressida Coates)**

Due to CC's absence this report is curtailed. However at the previous meeting the committee had agreed to employ an intern over the peak summer season and in the interim Louise Coates had expressed an interest. CC had circulated all volunteers with information on the situation and no objections had been received concerning Louise's employment. Consequently the committee decided to proceed and offer the internship to CC's daughter.

**Action Point.** AN to organise Louise's employment.

#### **5 Treasurer's report (Dennis Collie)**

DC reported that the income for May was £1,467 with expenditure of £131.

The weather in May has been particularly unseasonable and there has been a noticeable drop in footfall; the museum recorded 11 visitors on one day and 19 on another. The museum can expect a poor monthly total.

#### **6 Secretary's report (Andrew Newton)**

The only item of note during the month was a request from a Brazilian publisher to use the museum's *Pneumodesmus newmani* image in a new biological textbook for schools. Permission was granted.

## **7 Curator's report (George Strang)**

GS reported that Mintlaw are still trying to fill the vacant curator's post but there have been no applicants to date.

GS has continuing unease with the Tolbooth's relationship with Mintlaw. We have extremely limited communication with ACMS; any communication that exists seems to be from Stonehaven to Mintlaw with little or anything coming from Mintlaw. We are still waiting for the promised visit from the new head of ACMS. GS also observes the frequently media reports of funding that is directed to other museums, both council run and associated.

## **8 Shop Report (Gwynne Stewart)**

GSt met with the new Glen Appin representative and was suitably impressed. GSt has ordered some innovative lines including Scottish themed napkins and socks. The rep pointed GST in the direction of leather bookmarks and although there is a minimum order of 200 the committee felt that it was a worthwhile new line and GSt was asked to take this forward.

The museum has run out of the harbour scene tea towel and this has been re-ordered from Sprint Design along with more Castle fridge magnets. At the same time a Dunnottar Castle tea towel has been commissioned.

The committee decided to use the remaining stock of Tolbooth rubbers and notebooks as prizes for the older children quiz. Stocks of this quiz sheet are low and GSt will contact CT to ask for the digital original to be sent to various committee members so that an emergency supply can be produced pending CC's return

**Action Points.** GSt to liaise with Glen Appin over the design and production of leather bookmark.

GSt to contact CT re emergency supply of older children's quiz sheet

## **9 Events**

Christina Wells of Dunnottar Primary wishes to visit in June with her P4/5 class and they want to combine an interest in geology with rock exploration on the beach. CT is still co-ordinating this visit.

GS *et al* reported on a successful, but tiring, visit by Arduthie P2 children. In total 59 pupils and helpers attended and all seem to enjoy themselves.

There has been an enquiry from Gamrie about a possible visit of 10 people who are interested in the geological exhibits.

GSt reported that Portlethen WRI wish to visit in April 2016

JB suggested that the success of the flags that bedecked the outside of the museum during 2014 should be followed up this year and IB offered to donate bunting held in his store.

AN is to confirm whether the scheduled visit by French students in June is still proceeding.

AN has been approached by the Fatherland Burns Club who wish to hold a mock 'Toasting of the Bard' during the Folk Festival on Saturday 11th July - this will involve the use of the stage area of the museum. The committee approved the request.

**Action Points.** GSt to confirm visit with WRI (2016)

AN to confirm visit by French students  
IB to supply bunting

### **10 Clock Tower (Provided by AN in absence of Raymond Milne)**

RM has opened the Clock Tower every day as per schedule and mostly without incident. However, during the last weekend the mortice lock failed to operate and Aberdeenshire Council have now been informed; hopefully they can redeem the situation.

Bill Emslie has offered to put wheels on the portable sign which would make it easier to move in and out of the Tower.

The Council have 4 boxes of the leaflet 'How do I get to Dunnottar Castle?' and have asked that STA distribute the leaflets around the town. AN will contact Cheryl Roberts over the issue.

Aberdeenshire Council are proposing to hold an official opening ceremony of the Clock Tower, perhaps before the end of June. This may involve utilising the museum as a base for the ceremony. Organisation is being co-ordinated by Paul Higson and the committee will be kept informed of progress.

**Action Point.** AN to obtain leaflets from Council.

### **11 Update on Tolbooth (Andrew Newton)**

An application had been made to Heritage Lottery Fund for funding for the proposed extension etc. The response has lent towards the positive side but there are many issues that require further clarification and the committee decided to accept an offer from Wendy Knowles (Heritage Lottery Fund) to meet in Edinburgh. DC, GS and AN are prepared to make the journey south.

*(Secretarial note - a meeting has been arranged for Friday 19th June 1130 - 1300 hrs)*

### **12 AOCB**

GS has placed a DVD player in the museum with the express purpose of showing a video highlighting IB's work as a fisherman. Unfortunately the video is 'locked' in IB's PC but TM has volunteered to provide technical help.

GS reported the fire alarm gave a false alarm during the past month. Investigations showed that the alarm system was not being maintained although this is an Aberdeenshire Council responsibility. GS to investigate further.

IB is still hoping to find the opportunity to organise a photograph of the 'funnel' and skull in operational mode.

IB has tracked down a Decca Navigator Mk 21 on eBay and GS has offered to make a bid in order to complement the fishing display in the museum.

### **13 Dates of next meeting**

The next meeting will be held on **Wednesday 24th June** at the Resource Centre at 1930 hours.

Further dates are:

Wednesday 22nd July

Wednesday 26th August

Wednesday 15th September (AGM)

**Andrew Newton**  
**28th May 2015**

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

**Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Contact David Fleming and decline offer of involvement with Court House.	CC
Consider summer 'gathering' for volunteers	CC
Organise Louise's employment	AN
Liase with Glen Appin over the design and production of leather bookmark.	GSt
Contact CT re emergency supply of older children's quiz sheet	GSt
Confirm visit with WRI (2016)	GSt
Confirm visit by French students	AN
Supply bunting	IB
Obtain leaflets from Council	AN