

Meeting of the Stonehaven Tolbooth Association
Wednesday 24th June 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 AOCB
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Dennis Collie (DC), Gwynne Stewart (GSt), George Strang (GS), Cressida Coates (CC), Clare Thomas (CT) *

1 Welcome. CC welcomed the Trustees and thanked all those who had covered her duties during an unexpected long absence.

2 Apologies. J Bruce (JB), Tom MacPherson (TM), Ian Balgowan (IB)

Absent. Raymond Milne

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 27th May were accepted.

b) Matters arising

Action Points	Person	Report
Contact David Fleming and decline offer of involvement with Court House.	CC	Due to absence this had not been done but an email would be sent to David on 25th June
Consider summer 'gathering' for volunteers	CC	Latest thoughts are for a gathering in late August
Organise Louise's employment	AN	Spoken to CS Solutions and now awaiting Louise's personal details
Liaise with Glen Appin over the design and production of leather bookmark.	GSt	Bookmark ordered
Contact CT re emergency supply of older children's quiz sheet	GSt	Emergency supplies were obtained
Confirm visit with WRI (2016)	GSt	Visit is confirmed for January/February 2016 but GSt to obtain definite date

Confirm visit by French students	AN	Contacted the organiser and this visit is not going ahead
Supply bunting	IB	IB was unable to find bunting that was originally stored in his shed. Louise to investigate alternative suppliers
Obtain leaflets from Council	AN	4 boxes obtained and bundles supplied to various Stonehaven outlets

Action Points. GSt to confirm exact date of WRI visit
LC to investigate supply of bunting

* CT arrived

4 Chair's report (Cressida Coates)

CC thanked CT for undertaking rota duties whilst Cressida was away.

An Eleanor Affleck has applied to join STA and CC will discuss volunteering duties with Eleanor on Friday. A Mrs Gillies has made enquiries about her 14 year old daughter (Charlotte) undertaking duties at the museum during the summer and CC will make contact to discuss further.

The museum now has an intern for the summer and there was some discussion whether the rota should still show 2 volunteers for each day. It was decided that STA should endeavour to have 2 plus the intern every day but the museum can function with the intern plus 1 volunteer if necessary.

The Tolbooth Times will be dispatched to the usual list of subscribers on Thursday.

5 Treasurer's report (Dennis Collie)

DC reported that the income since the last meeting £632.55 with expenditure of £1,628.00; most of the latter was for stock.

Another poor month of weather means that the museum is liable to experience a drop in footfall as compared to the same period in 2014.

The committee had asked DC to examine donations and footfall to ascertain whether there had been an improvement in donations since the introduction of a transparent donation box. DC reported that there is no clear link between increased donations and the new box.

6 Secretary's report (Andrew Newton)

DC, GS and AN had visited the Heritage Lottery Fund (HLF) in Edinburgh in connection with raising funds for the new build. We met with Wendy Knowles and Zoe Clark and had an intense 1½ hour discussion on the subject. HLF expressed some doubts over whether the museum fitted the criteria for providing a start up grant and pointed out that HLF has recently given a similar grant to Stonehaven Town Partnership to evaluate the Court House as a community asset. HLF suggested that STA should consider moving the museum to the Court House. The final outcome was a refusal to provide funding and the strong advice that all stakeholders in Stonehaven should combine to have a strategic overview of the use of historic buildings in Stonehaven.

GS has made contact with a professional fund raiser and he has agreed (subsequent to this meeting) to meet with STA in August.

AN is to appraise the architects of the current situation and request a cost for providing plans and obtaining outline planning permission.

Action Point. AN to contact architects.

7 Curator's report (George Strang)

Following the purchase of a Decca Navigator MK 21, a Simrad echosounder and a binnacle compass from Dover a new display relating to fishing navigation has been created. Thanks to IB and IB for all their hard work. IB has now acquired a 240/24 volt inverter so the museum will have the ability to power up the Navigator for display purposes.

GS is still waiting for the display case key from Mintlaw. The problem seems to be finding the right person to authorise dispatch of the key to Stonehaven.

GS has requested that Louise Coates (new intern) helps with the paperwork associated with back cataloguing a large number of artefacts.

It was reported that the PC by the toilet door (showing images of old Stonehaven etc) is frequently not switched on. CC to remind volunteers.

Action Point. CC to remind volunteers about switching on all machines etc.

8 Shop Report (Gwynne Stewart)

A lot of new stock has arrived and includes replenishment of Harbour Tea Towels, museum bags, castle magnets and the new Castle Tea Towels.

The design of the new leather bookmark has been agreed and an order submitted.

A large number of DVDs and books have been given to the museum and these are displayed in the 'Fire Ball area' together with a donation box.

GSt reported that the shop is frequently asked for stamps and suggested that 12 1st class and 6 £1 (international) stamps should be purchased for resale as an experiment. The committee approved.

9 Events

The Dunnottar Primary P4/5 visit is not going ahead. However, the museum hosted a visit from Dunnottar P1/2 on Wednesday morning - 35 pupils had a very entertaining excursion due, in no small measure, to IB displaying freshly caught fish and invertebrates.

There is some confusion over the exact timetable of the Folk Festival events in the museum on 11th July and DC will contact a representative of the festival.

Action Points. DC to confirm timing of Folk Festival events in the museum.

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

The Clock Tower seems to have fallen into a regular pattern of opening and closing as per the draft agreement with Aberdeenshire Council. Thanks to RM.

The proposed 'Grand Opening' of the Clock Tower would appear to have been deferred to at least September/October although there is no firm confirmation of an actual date.

Aberdeenshire Council are still unable to provide a definitive agreement with STA to operate the Clock Tower.

11 AOCB

GS asked whether a copy of the Tolbooth Times was sent to Mintlaw. CC confirmed that a copy is sent to museum HQ.

We are still waiting for the promised visit by Carol Leathley.

GSt provide more lucky dip prizes for Louise Coates to wrap.

There is some confusion on the availability of the Resource Centre for the AGM and CC will check

Action Point. CC to check AGM booking.

12 Date of next meeting

The next meeting will be held on **Wednesday 22nd July** at the Resource Centre at 1930 hours.

Further dates are:

Wednesday 26th August Wednesday 15th September (AGM)

Andrew Newton
27th June 2015

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

Summary of Action Points

Action Points	Person
Confirm exact date of WRI visit	GSt
Investigate supply of bunting	Louise
Contact architects	AN
Remind volunteers about switching on all machines etc.	CC
Confirm timing of Folk Festival events in the museum	DC
Check AGM booking	CC