

Meeting of the Stonehaven Tolbooth Association
Wednesday 22nd July 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), Gwynne Stewart (GSt), George Strang (GS), Cressida Coates (CC), Clare Thomas (CT), Jim Bruce (JB), Tom MacPherson (TM)

1 Welcome. CC welcomed the Trustees.

2 Apologies. Dennis Collie (DC), Ian Balgowan (IB)

Absent. Raymond Milne (RM)

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 24th June were accepted.

b) Matters arising

Action Points	Person	Report
Confirm exact date of WRI visit	GSt	GSt has written to the WRI and is awaiting confirmation for January/February 2016
Investigate supply of bunting	Louise	Bunting in the shop. JB will install
Contact architects	AN	See Secretary's report
Remind volunteers about switching on all machines etc.	CC	Done
Confirm timing of Folk Festival events in the museum	DC	Done
Check AGM booking	CC	Resource Centre investigating and will contact CC again

4 Chair's report (Cressida Coates)

Marjory Edward, Louise Coates, CC and GSt spent a very enjoyable day at the Queen's Garden Party.

CC has spoken to Mrs Gillies about her daughter (Charlotte) volunteering and a meeting has been arranged for next Sunday. The discussion included the fact that all volunteers do not have PVG clearance but Charlotte will always be on duty with two other persons. It is suggested that Charlotte starts slowly with a one hour duty to discover whether working in the museum suits her and the museum. CT has been approached by the mother of another potential volunteer and will pass contact details to CC. Another volunteer (Eleanor Affleck) starts on 27th July. AN indicated that he has set up procedures with the Saltire organisation so that certificates can be awarded to young volunteers. CT suggested that she contacts the local DoE co-ordinator to offer the possibility of community involvement at the museum to those undertaking DoE awards.

Action Points. CT to contact local DoE co-ordinator
CT to pass volunteer contact details to CC

5 Treasurer's report (Dennis Collie)

Due to DC's absence there is no report this month.

6 Secretary's report (Andrew Newton)

GS, DC and AN met with the architects and the group re-appraised the situation in the light of the recent meeting with the Heritage Lottery Fund. The architects offered to re-visit their original costs for obtaining planning permission and AN is now waiting for the document. If the costs are acceptable the committee will be asked to approve applying for planning permission; at the same time AN will seek outside funding. It is recognised that the whole process is long with no guarantee of success but at this point it is still worth proceeding.

AN spoke about the confusion that existed during the organisation of the events in support of the Folk Festival, some for which AN accepts blame. AN suggested that in future all events should be handled by a single point of contact and that should be CT (the event organiser). CT is happy to accept this role and AN will pass over copies of the museum's Terms & Conditions and the Booking Form.

A letter has been received from the Stonehaven Burns Club thanking the museum staff for their efforts in support of the 'Ten Minute Burns Supper'.

Action Point. AN to supply T & C and Booking Form to CT

7 Curator's report (George Strang)

IB wishes to thank the committee for their support in improving the fishing display by purchasing the Navigator, Fish Finder etc from an English supplier. The committee agreed that the 'fishing TV' should be re-located to the other side of the fishing display and, if necessary, a larger TV plus inbuilt DVD player be acquired.

Alex Cormack has donated a horn used on a lifeboat stationed in Stonehaven during the 1920s/1930s.

A member of the public has indicated his intention to donate a flag used at Tod Head Lighthouse until the latter was retired from service in 1976/1977. The same gentleman has made enquiries

about an anvil and tools donated by an ancestor to the museum prior to 1975. The Association has no knowledge of such a donation and GS is in contact with Mintlaw over the issue.

8 Shop Report (Gwynne Stewart)

GSt has been ordering new stock and this includes - Tea Towels, Fridge magnets, tissues, napkins, coasters. 200 of the new leather bookmarks have been dispatched to GSt.

Stock which has not been selling well will not be re-ordered; this includes hair bands and Scottish passports.

AN has been supplied with a list of items to be purchased from a supplier in Devon.

One of the volunteers has discovered a large stock of Treasure Trail books and as most are now probably out of date they will be offered to the public on the basis of 'free or a donation' - the same basis of the current DVD offer.

The selling of stamps has proved a great success and GSt has had to re-order stock. Money from the sale of stamps should be treated in the same manner as all other items, i.e., recorded on sales sheet and cash put into the bag at end of day.

9 Events

The Cromar Heritage Society will visit in August or September - CT to confirm.

Afterdark Paranormal will visit on 29th/30th August. CT will co-ordinate once confirmation arrives from this organisation.

CT has placed on FaceBook the website article on the 'Ten Minute Burns Supper' and scored 825 hits in a week. A very successful action!

30th August is the annual Harbour Festival and JB will provide an additional display in the outer courtyard.

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

The Clock Tower continues to operate with the minimum of problems thanks to RM. The recorded footfall in June was 854 (820 in May).

It is noted that Aberdeenshire Council has applied for planning permission to replace the existing external iron railings with a wooden structure.

There was a visit from the Architectural Heritage Society of Scotland.

No further word on the official opening of the Clock Tower.

11 AOCB

CT asked whether volunteers had to pay for the Tolbooth T-shirt or fleece but there is no charge.

TM inquired why the museum was closed on a Tuesday as he had noted plenty of visitors in the harbour area. There is no reason why the museum could not open on a Tuesday but it would stretch the rota further. No further action to be taken at this stage.

A volunteer had mentioned the lack of cleaning materials but the committee have determined that there is plenty of glass cleaning and washing up liquid and this is adequate. However, more kitchen roll is required.

CC has received a request from David Fleming who wishes to address the committee concerning the Court House development. CC will invite David to the next meeting.

Action Point. CC to invite David Fleming to the 26th August meeting.

12 Date of next meeting

The next meeting will be held on **Wednesday 26th August** at the Resource Centre at 1930 hours.

Further dates are:

Wednesday 15th September (AGM)

Andrew Newton
23rd July 2015

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

Summary of Action Points

Action Points	Person
Contact local DoE co-ordinator	CT
Pass volunteer contact details to CC	CT
Supply T & C and Booking Form to CT	AN
Invite David Fleming to the 26th August meeting	CC