

Meeting of the Stonehaven Tolbooth Association
Wednesday 26th August 2015
Resource Centre

Agenda

- 1 Welcome
- 2 Apologies
- 3 Courthouse (David Fleming)
- 4 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 Curator's report
- 9 Shop report
- 10 Events report
- 11 Clock Tower
- 12 AOCB
- 13 Date of next meeting

Minutes

Present. Andrew Newton (AN), Gwynne Stewart (GSt), George Strang (GS), Cressida Coates (CC), Jim Bruce (JB), Tom MacPherson (TM), Dennis Collie (DC)

1 Welcome. CC welcomed the Trustees and David Fleming of Stonehaven Town Partnership (STP).

2 Apologies. Clare Thomas (CT), Ian Balgowan (IB)

Absent. Raymond Milne (RM)

3 Courthouse

David Fleming (DF) provided the committee with an update on the attempts to re-generate the Court House into a community asset. In a nutshell the Court House became surplus to the Scottish Court Services when the latter re-allocated all legal services to Aberdeen in May 2014. The building is now available for alternative uses and STP are a lead partner in securing a community transfer. Many of the rooms could be used by local small businesses but the main Courtroom presents some potential problems as many internal features are listed. The community have suggested a variety of uses:

- a debating chamber
- a location for public inquiries
- a film set
- a museum of crime and punishment

The latter was the major reason for the discussion between the committee and DF. STA raised concerns over the financial viability of a museum located in the building and intimated that due to the fact that STA already operated in two loci it felt that it was beyond its capabilities to become involved in a third location. STA also voiced concerns over the attitude of external funders as already one major funder has made adverse comments over another museum being set

up in Stonehaven and had advised close collaboration between all potential parties. STA made it clear that they had no plans to move from the Tolbooth to the Court House. DF acknowledged that some confusion had arisen over STP's applications for funding which had the potential to be detrimental to STA's own requests for external funding and would seek to ameliorate future text. DF offered to keep the committee informed over developments and invited representatives to upcoming workshops in regard to the Court House. These generous offers were accepted.

4 Minutes of previous meeting.

a) **Acceptance** The previous minutes of 22nd July were accepted.

b) Matters arising

Action Points	Person	Report
Contact local DoE co-ordinator	CT	CT has contacted Mackie Academy and awaiting a reply
Pass volunteer contact details to CC	CT	Action still required
Supply T & C and Booking Form to CT	AN	Done
Invite David Fleming to the 26th August meeting	CC	Done

Action Point. CT to provide contact details to CC.

5 Chair's report (Cressida Coates)

CC's report was very short.

The sales figures are very gratifying and full marks to GSt.

In spite of the poor summer being experienced the footfall is being maintained at a high level.

Sunday 30th August is the annual harbour festival and the museum will open at 1000 hours; the shifts are constructed to last for 1½ hours each and there is good cover from a number of volunteers. JB will have a display in the Outer Courtyard.

6 Treasurer's report (Dennis Collie)

Since the last meeting (22nd July) Income was £2,716 with an Expenditure of £1,656. The majority of expenditure was on purchasing more stock and meeting the wage bill of our intern. A donation was also made to the Stonehaven Folk Festival.

Footfall for July was 3,041.

DC has also been analysing various data and information per day is tabled below. You will note that both donations and sales show an encouraging upward trend.

year	days	footfall	donations	sales	av/visitor
2011-12	143	88.49	21.60	19.63	0.47
2012-13	206	75.34	23.37	14.14	0.50
2013-14	215	80.13	25.34	17.06	0.53
2014-15	219	94.53	29.61	26.19	0.59
2015-16	126	99.43	31.56	26.19	0.58

DC raised the point that perhaps we should re-examine our opening times for next summer as JB has clearly demonstrated that there are a number of visitors keen to visit the museum well before the official opening time of 1330 hours.

7 Secretary's report (Andrew Newton)

AN had only one item to discuss and that was the recent quote from Messrs Chouman & Gilmour on producing plans and obtaining planning permission and listed building consent for the proposed extension/renovation of the Tolbooth. DC, GS and AN had had a meeting with the architects at the beginning of July and as a result of that meeting a downward revision was made of the costs of drawing up plans etc. AN was of the opinion that it was highly unlikely that a more competitive quote would ever be achieved and that the committee should seriously consider accepting the offer. However, it should be borne in mind that there was always the possibility that the effort and money would be spent with no tangible result as raising the funds to complete the project would be difficult. AN did not envisage any major obstacles with the first stage as there had been widespread discussions with all stakeholders and there was unanimous approval of the vision and concept. The committee discussed the quote in detail and the risks involved and decided to proceed with the next stage of the project. AN will seek external funding to help defray costs.

The committee also agreed to the production of an information poster as drafted by Dave Chouman.

Action Point. AN to commission the drawing up of plans etc and the production of a poster.
AN to seek external funding to help pay architects.

8 Curator's report (George Strang)

GS wished to thank Louise Coates for her efforts in bringing the asset register up to date.

The key for the second display case has finally arrived from Mintlaw HQ.

There is a meeting arranged with Carol Leathley (Arts & Heritage Manager) and Avril Nicol (Quality Development Manager) at the museum at 1430 hours on Wednesday 16th September. Agenda unknown.

The Tolbooth museum has organised a room at the Community Centre for Museums Scotland who will be holding a workshop on 18th September from 1000 - 1500 hours.

Christine Smith has arranged a visit on 1st October in conjunction with a visit to the beach.- GS to co-ordinate.

9 Shop Report (Gwynne Stewart)

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.

The shop has run out of baptismal postcards and GSt has arranged a new supply from George Masson. At the same time extra A3 and A4 posters of the baptismal scene have been ordered.

10 Events

CT has requested some amendments to the booking form to accommodate non-paying visits from organisations such as schools etc.

30th August is the annual Harbour Festival and JB will provide an additional display in the outer courtyard. The museum will open at 1000 hours. AN will circulate the official 'flyer' advertising the various events.

Action Point. AN to circulate 'flyer' to Trustees.

11 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 July was 1236.

Paul Higson has been asked to organise a meeting over various Clock Tower matters but date/time/venue have not yet been arranged.

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

12 AOCB

TM has produced a new video which records the 2012 storm - this will be 'burnt onto' to the Fireballs DVD and the three items (Fireballs and 2 storms) will run in a continuous loop.

Louise finishes her contract with the museum on 31st August as she is due to start at Aberdeen University.

CC requested a copy of the current list of members

Action Point. AN to send list of members to CC.

13 Date of next meeting

The next meeting, which is the AGM, will be held on **Thursday 24th September** at the Resource Centre at 1930 hours.

Andrew Newton
1st September 2015

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

Summary of Action Points

Action Points	Person
Provide contact details to CC.	CT
Commission the drawing up of plans etc and the production of a poster	AN
Seek external funding to help pay architects	AN
Circulate 'flyer' to Trustees	AN
Send list of members to CC	AN