

Meeting of the Stonehaven Tolbooth Association
Wednesday 2nd December 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), George Strang (GS), Cressida Coates (CC), Dennis Collie (DC), Clare Thomas (CT), Ian Balgowan (IB), Tom Walker (TW), Bill Emslie (BE)

1 Welcome. CC welcomed the Trustees to the monthly meeting and welcomed Bill Emslie to his first meeting as a trustee.

2 Apologies. Jim Bruce (JB), Tom MacPherson (TM), Gwynne Stewart (GSt)

Absent. None.

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 21st October were accepted.

b) Matters arising

Action Points	Person	Report
Contact treasurer Mearns Camera Club.	AN	See Treasurer's & Secretary's report
Return Access Agreement for signature	AN	See Secretary's report
Write to Council and repair donation box	AN	See Secretary's report
Rationalise stock and its location	GSt	GSt absent. AP rolled over
Confirm opening hours for 31st December and 1st January	CC	Done

Action Point. GSt. to rationalise stock and its location

4 Chair's report (Cressida Coates)

The lock on the front door continues to give problems and on one occasion the volunteers could not gain access to the museum, consequently the attraction had to remain closed on that day. The council and the museum service have been informed about the situation.

The December rota has been completed - thanks to all - and the opening hours on Hogmanay will be:

1230 - 1530 and 2000 - 2200 hours

On New Year's Day the museum will operate 3 shifts between 1100 - 1400 hours. These shifts have not been formally staffed at the moment but volunteers will arrange among themselves.

The January rota is now out for completion.

There will be the annual Christmas gathering on 16th December at 7 Rodney Street courtesy of Dennis and Lorna Collie.

One volunteer has been confused over the procedures for storing money at the end of a shift and CC will issue a reminder to all.

The Invercarron Resource Centre has introduced new booking arrangements and this has entailed the loss of the meeting room normally used by STA and we now have to use a larger room. It was agreed to continue to use the Centre whenever possible but other suggested alternatives were the Indoor Bowling Club (do we have to pay a fee?) and the Community Centre (free to STA).

Action Point. CC to issue a reminder on procedures for processing money at end of shift.

5 Treasurer's report (Dennis Collie)

Since the October meeting Income of £1021 was been achieved with an Expenditure of £750; the latter included £679 for stock and £42 for obtaining public liability insurance to operate the Clock Tower.

The museum was open for 9 days in November and the footfall was 548.

DC reported that there had been no contact from the Mearns Camera Club treasurer and that he had engaged another person to examine the 'books' prior to the OSCR submission.

6 Secretary's report (Andrew Newton)

Contact was made with the treasurer of Mearns Camera Club but as a result of her continued lack of communication DC has engaged another examiner for the STA accounts (see also Treasurer's report).

Garry Brindley has made an application to become a volunteer and the committee approved the application.

AN had made an application to the Meikle Carew Wind Farm fund for a grant towards the architects' plans. The application complied with all the published guidelines but unfortunately STA fell foul of other guidelines which were only known to the head of the award panel and consequently our application failed. This does not display the Wind Farm in a good light,

especially when it is alleged that it could only dispense about half of its annual budget at the last annual award session - the unspent half being rolled forward to next year.

STA had received a request from a local citizen to store their boat in the Outer Courtyard over the winter and this was referred to ACMS who vetoed the idea. The applicant has been informed.

We are still waiting for the new Access Agreement to be signed even though the draft document was verbally agreed 3 weeks ago. During a visit by Carol Leathley she indicated that she would pursue with Property division the provision of a new front door. At the same visit Carol also indicated in a change in ACMS's funding strategy and she requested that STA start to consider projects for 2016-2017. As a result an electrician has viewed the existing lighting in the museum and will make recommendations for improvement.

The plans for the extension are proceeding, probably slower than anticipated, and we have now established that all the land surrounding the Tolbooth is owned by Crown Estates.

One volunteer, Beatrice Evison, has completed 10 hours volunteering at the museum and has been awarded a certificate by the Saltire organisation.

7 Curator's report (George Strang)

GS is trying to establish the location of an artefact that was recently offered to the museum - it is a small metal badge with swastika (perhaps Hindu?). GS will discuss with TM who may be able to shed some light on its present location.

Despite repeated requests to Mintlaw there is still no sign of the list of objects that Aberdeen Council Museum Service (ACMS) believe that they have loaned to STA.

Today the fire alarm activated itself and GS had to call out the engineer to reset the alarm. Two factors emerged from this incident:

- 1 STA should be conducting a weekly test of the system and maintain a Fire Alarm Testing Register
- 2 The engineer was unsure whether the Council had a contract with his company; he was going to check the paperwork and get back to GS.

Action Point. Committee to introduce fire alarm testing procedure.

8 Clock Tower (Andrew Newton)

The Clock Tower donation box was jammed with coins in the Perspex section but these were freed, the box emptied and donations passed to Raymond Milne. A letter was also sent to the Council outlining various operational problems which included the badly sited lock and the non-operation of the panoramic monitor. In the case of the latter an engineer is visiting the Clock Tower next Tuesday. Responsibility for re-siting the lock appears to 'bounce' between the Council and the architect with neither wishing to be pro-active. This will be pursued.

In discussions with Carol Leathley it transpired that STA was not covered by the Council's public liability insurance in opening and closing the Tower, despite this always being in the agreement between the two parties. DC has now taken out the additional insurance but further discussion is required with the Council.

The outside metal railing on the ramp has been replaced by a green painted wooden rail; this still leaves the inner metal rail but the Council hope to replace this structure with a wooden rail but this is a budgetary item and the outcome cannot be predicted.

9 Shop Report (Gwynne Stewart)

In the absence of Gwynne no report is available.

10 Events (Clare Thomas)

CT reported on the successful visit by some 20+ students from France. The visitors appear to enjoy themselves and the museum enjoyed publicity with TM managing to get an article in the Mearns Leader and CT updating our FaceBook page. CT also sent a letter of thanks to the visit organiser.

11 AOCB

We are running low on paper bags and AN agreed to purchase new stock.

AN queried whether the draft AGM minutes had been circulated and CC will check.

Action Point. AN to purchase paper bags.

CC to check on circulation of AGM minutes.

12 Date of next meeting

The next meeting will be held on **Wednesday 19th January** at the Resource Centre at 1930 hours.

The committee agreed to meet on the 3rd Wednesday of every month and CC will arrange the room booking for the following dates:

19th January 17th February 16th March 20th April 18th May 15th June
20th July 17th August 21st September (AGM)

Action Point. CC to book meeting rooms.

Andrew Newton
7th December 2015

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

Summary of Action Points

Action Points	Person
Rationalise stock and its location	GSt
Issue a reminder on procedures for processing money at end of shift.	CC
Introduce fire alarm testing procedure.	Committee
Purchase paper bags.	AN
Check on circulation of AGM minutes.	CC
Book meeting rooms.	CC