

Meeting of the Stonehaven Tolbooth Association
Wednesday 20th January 2016
Tolbooth Museum

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), Tom Walker (TW), Bill Emslie (BE), Jim Bruce (JB), Tom MacPherson (TM)

1 Welcome. CC welcomed the Trustees to the meeting which was re-arranged to the Museum after a mix up over the room booking by the Community Centre.

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

Absent. None.

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 6th December were accepted.

b) Matters arising

Action Points	Person	Report
Rationalise stock and its location	GSt	In GSt's absence this was deferred
Issue a reminder on procedures for processing money at end of shift.	CC	Done
Introduce fire alarm testing procedure.	Committee	Outstanding – CC to contact Aberdeenshire Council to establish whether there is a contract for fire

		alarms
Purchase paper bags.	AN	Done
Check on circulation of AGM minutes.	CC	Done – no reports of dissension. Accepted by default
Book meeting rooms.	CC	Done – with varying success

Action Points. GSt. to rationalise stock and its location

Committee to create fire alarm procedures

CC to contact Council to establish whether we have fire alarm contract

4 Chair's report (Cressida Coates)

A very successful Christmas and New Year period and thanks to all the volunteers that gave of their time. The Museum had to close for one day over the period due to atrocious weather.

CC had circulated all volunteers asking whether they had any issues to be raised at this meeting but no requests received.

Carol Leathley and Councillor Raymond Christie sent their congratulations on all the hard work done in the past year and the impressive footfall figures.

BE requested that a job sheet be created so that a track could be kept on jobs required and their progress. CC will create a template and these job sheets will be retained in the Museum.

The February rota is completed.

CC, and the Committee, wished to express their thanks to Dennis and Lorna Collie for hosting the Christmas party.

Action Point. CC to create a job sheet template

5 Treasurer's report (Dennis Collie)

Financial speaking it has been a quiet period since the last committee meeting as the Museum has only been open for 6/7 days. Income was £529 with an expenditure of £6.98. Footfall from 1st December to date is 1030.

CC inquired over the sales and donations on Hogmanay but these were not available at the meeting.

6 Secretary's report (Andrew Newton)

AN also experienced a quiet time.

Martin Sim of the Fireball's Association has offered approx. 200 spare 2015 Fireball brochures to the Museum to be dispensed as we see fit and the committee accepted this offer

Today AN received a communication from the lead architect stating that his fellow architect has developed a serious medical condition and consequently there will be a small delay in completing the plans for the extension.

The electrician that visited the Museum in relation to improving the lighting has been 'chased' but no reply is forthcoming. BE undertook to contact an electrician specialising in lighting for another opinion.

The annual 2015 footfalls have been received from Mintlaw and they show the following:

Tolbooth	22,169
Farming Museum	21,356
Harehowe	6,526
Peterhead	5,297
Banchory	3,331
Maud Railway	915
ACMS HQ	390

Action Points. AN to contact Martin Sim accepting spare Fireball brochures
BE to contact specialist electrician

7 Curator's report (George Strang)

Mintlaw have provided a list of artefact loans which are due for the annual renewal. GS has confirmed that STA wish to continue with the loans. GS also pointed out that other Mintlaw artefacts already in the Museum are not logged.

GS has been contacted by the new head at Mintlaw requesting a visit and a mutually convenient time will be agreed.

GS has received a response from Isabella Williamson in response to his complaint about the Wind Farm decision. The email does not mollify or satisfy GS as there are still issues over what constitutes 'salaries'. AN informed the committee that prior to this meeting he had chaired a KDP governance meeting when the vexed question of the Wind Farm awards was discussed. AN discovered:

- a) The Wind Farm group is not a sub-group of KDP – it is an independent group with a representative from KDP, RES and from 5 community councils. This will be clarified.
- b) There is a lack of official information about the awards – AN was assured that this would be rectified and information placed on the KDP web site.
- c) There is still confusion over what constitutes 'salary'
- d) In future it will be plainly stated that 'fees' have to be excluded
- e) Subsequent Wind Farm letters will be re-worded.

None of this is very satisfactory and AN will continue to pursue within KDP and GS will make his feelings known independently.

8 Clock Tower (Andrew Newton)

A new lock has been installed by Chubb and opening and closing the door is much easier.

The torch was removed in order to install new batteries but it is still in the Museum and needs to be returned to the Clock Tower.

AN was asked about the report to the panoramic monitor but although it was scheduled for 5th January there has been no sign of the contractor. This is a Council problem.

AN was also asked whether the remaining external metal hand rail was going to be replaced with a wooden one but AN understands that this a budget issue, again within the Council

9 Shop Report (Gwynne Stewart)

In the absence of Gwynne no report is available.

10 Events (Clare Thomas)

Clare Plaister of International Language Tours has made contact concerning a visit by French students and CT will deal with this on her return from holiday.

11 AOCB

TM has upgraded the laptop and will provide procedural instructions in the event that the normal Fireball video etc. ceases to work.

TM was approached by a visitor who was very interested in the bath/shower and the visitor is sending information provided by TM to Armitage Shanks in the hope that the history of the artefact can be unearthed.

DC has provided a novelty collection box (Dino) in the shape of a dinosaur in the hope that young children will part with some money.

DS has also donated a number of china thimbles and bells bearing the Stonehaven motif. These are to be sold in the shop but not to be confused with JB's goods.

The committee were informed that the local folk club are holding a charity night in February and all proceedings will be donated to the Museum

An expression of interest in volunteering at the Museum has been posted on the Museum's FaceBook page and in CT's absence BW will follow it up.

Action Points. TM to provide operating instructions for the upgraded laptop
TW to follow up FaceBook page posting.

12 Date of next meeting

The next meeting will be held on **Wednesday 17th February** in the Community Centre Bothy at 1930 hours. Below are listed scheduled meeting dates until September.

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

Andrew Newton
20th January 2016

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
Create fire alarm procedures	Committee
Contact Council to establish whether we have fire alarm contract	CC
Create a job sheet template	
Contact Martin Sim accepting spare Fireball brochures	AN
Contact specialist electrician	BE
Provide operating instructions for the upgraded laptop	TM
Follow up FaceBook page posting	TW