

Meeting of the Stonehaven Tolbooth Association
Wednesday 20th April 2016
Community Centre Bothy

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 Update on Tolbooth
- 12 AOCB
- 13 Date of next meeting

Minutes

Present. Andrew Newton (AN), George Strang (GS), Dennis Collie (DC), Tom Walker (TW), Bill Emslie (BE), Jim Bruce (JB), Gwynne Stewart (GSt), Clare Thomas (CT)*

1 Welcome. In the absence of CC AN welcomed the trustees to the April meeting; unfortunately TM (bad fall in the garden) and IB (family health issue) were late cancellations. We hope that these personal issues can be resolved quickly.

2 Apologies. Tom MacPherson (TM), Ian Balgowan (IB), Cressida Coates (CC)

Absent. None.

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 16th March were accepted.

b) Matters arising

Action Points	Person	Report
Create fire alarm procedures	Committee	DC has a set of procedures that are used for a local business. DC will pass the procedures to TW who will modify them for the museum.
Waiting for Mintlaw to respond to fire alarm contract query	CC	Deferred to the next meeting
Invite members of ACMS to the	CC	CC has contacted ACMS and is

museum.		waiting for suggested suitable dates.
Investigate practicality of putting volunteer notices in medical centres.	CC	Deferred to the next meeting
Advise SDCC over Wind Farm Funding applications	GS	GS has been in communication with SDCC and David Fleming of STP is now involved in trying to resolve the issue. The initial signs are not hopeful. AN reported that he is chair of the KDP governance sub-group and has also made representation to the chair of KDP concerning wind farm applications. Again there are mixed, and contradictory, messages coming from KDP. A watching brief will be maintained.
Discuss advertising with STP	AN	See Secretary's report
Contact electrician in Inverurie	DC	See Treasurer's report
Investigate geocaching	CT	In progress
Consult with Council over displaying Architect Award	AN	Done. Award and accompanying explanation on display in Tower
Liaise with STP Worker on sponsorship	AN	See section 10 (Clock Tower)

Action Points. DC and TW to create fire alarm procedures

CC waiting for Mintlaw to respond to fire alarm contract query

CC to investigate practicality of putting volunteer notices in medical centres

CT to investigate geocaching

4 Chair's report (Cressida Coates)

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

5 Treasurer's report (Dennis Collie)

Due to other commitments DC was unable to compile the usual income, expenditure and footfall figures for this meeting. However he confirmed that STA had received £4K from Aberdeenshire Council as their contribution to the costs of drawing up plans for the extension.

DC has received a quote from an electrical company to improve the lighting within the museum. The quote is split into 3 distinct parts, each relating to an area within the museum. This gives us the flexibility to pick and choose which areas should be re-vamped according to the available budget. The next stage is to consult with Carol Leathley who has previously indicated that ACMS wished to provide financial support to the Tolbooth museum. The quote highlights benefits to the museum that include:

- 70% reduction in lighting costs
- Tracking is future proofed
- Increases illumination by 40%
- No UV and infrared means that artefacts are protected over time
- Maintenance free

Action Point. Committee to raise lighting issue with ACMS staff

6 Secretary's report (Andrew Newton)

The daughter of the late Archibald Watt has offered a 19th century painting of Dunnottar Castle which was in the possession of her father. The committee agreed to buy the painting for £20. Transport will have to be arranged from Edinburgh so there may be a delay before the artefact reaches Stonehaven.

Carol Leathley (ACMS) has been advised that a contribution to the new lighting system will be raised at the next meeting with ACMS staff.

The museum had a visit from Jillian Burns of Visit Aberdeenshire. Jillian was 'full of enthusiasm' in her new role and asked that STA should provide her with as much information as possible so that Visit Aberdeenshire (VA) could promote the museum. The VA website has been checked and the correct details are displayed for the museum. However, it seems that VA is to concentrate on promoting Aberdeenshire in countries outside the UK and personally I wonder how the Tolbooth fits into their plans. Evidently VA brings groups of travel writers etc. to Aberdeenshire on exploratory visits and we have agreed to be on the 'circuit'. We may lead to increased exposure to foreign visitors.

Discussions have been held with STP over the possibility of advertising on the Land Train. However, the current price is not an attractive option but there is a possibility that a discounted price maybe on offer if all the available spaces are not taken up by organisations with deeper pockets.

In an informal conversation CC has indicated that another wedding in the Tolbooth has been booked for Spring 2017.

7 Curator's report (George Strang)

GS had the following points to make.

1 During the last 12 months a member of the public left a brooch with a swastika emblem. We are unsure whether it was a donation, a chance to purchase or merely to seek information. Our first impression was that it was of Hindi origin. The 'donor' has returned seeking more information but unfortunately there is no trace of the brooch and GS is unaware of any paper trail. An exhaustive search has been made and no one can recall the actual handing in of the item. GS to contact the member of the public concerned.

* CT joined the meeting

2) GS has been in contact with Alan Brown concerning the production of signage and has received a quote of £595. There followed a detailed discussion of exactly what signage is required and where and how it should be placed. The quote did not break down the cost of individual signs and GS agreed to go back to the vendor for more information. At the same time he and JB will survey the museum again to determine exactly what is required.

3) An application has been made to Total Oil, via CT, for a number of chairs and cupboards etc. which are now surplus to the oil company's requirements.

4) Space, or the lack of it, is a continuing problem with the museum. GS and JB are advocating the provision of a storage container/ wooden building in the Outer Courtyard. This will have to be raised at the next meeting with ACMS staff.

Action Points. GS to contact the ‘donor’ of the missing Hindi (?) brooch.

GS to have further discussions with the signage designer after consulting with JB over exact signage requirements.

Committee to raise storage problem with ACMS staff

8 Shop Report (Gwynne Stewart)

GSt has ordered 30 Tolbooth bags as they are a good seller. It will be a couple of weeks before delivery.

GSt has another 500 ‘Lucky Dip’ prizes to wrap. BE took a number away with him and the rest will be stored in the kitchen/store room area of the museum where other keen gift wrappers can uplift supplies.

GSt is working on another Glen Appin order.

The glass yachts donated for sale by a member of the public are now suspended from the ceiling in the shop area.

AN spoke about old billboard posters at the railway station and in the market square which depict images of Stonehaven in an 1920/1930 art deco style. Although the billboards are badly faded AN believed that there were merits in trying to obtain a copy of the original designs as a merchandising opportunity. After a long search and a happenstance event AN has obtained a copy of the original image with permission to use the aforesaid image for the financial benefit of the museum. The committee approved a 500 print run of an A4 poster and the purchase of 100 cardboard strengthened envelopes to hold purchases of the poster made in the shop. The committee also approved the engagement of a graphics designer to ensure that the image obtained was in the correct A4 format.

Action Point. AN to organise ‘Stonehaven Attractions’ A4 poster.

*TW left the meeting due to illness.

9 Events (Clare Thomas)

CT reported that the Portlethen WRI visit was very successful and there was an appreciative article in the Mearns Leader. This was followed up with an item on the museum’s FaceBook page which generated a significant increase in viewing traffic.

The following visits are confirmed:

Date	Time	Who		Staff	Comments
Tuesday 26 th April	1030	Arduthie	P1/2	JB,GS,AN	Want to do the Dinosaur quiz
Tuesday 26 th April	1330	Arduthie	P2	JB,GS,BE,TM,CT	Want to do the Dinosaur quiz

Thursday 28 th April	1330	Dunnottar	P1	GSt,BE,JB	
Friday 20 th May	1930	Lions Club			Clock Tower as well
Saturday 21 st May	1230	Wedding			20 guests

CT is still engaged in organising events associated with the Folk Festival.

The committee asked that the case of obtaining educational grants be raised at the next meeting with ACMS.

Action Point. Committee to discuss educational grants with ACMS staff

10 Clock Tower (Andrew Newton)

It has been noted that both the panoramic monitor and the CCTV facility have been switched off on a routine basis whereas they should be left permanently on. A note relating to the CCTV switches has been written on the switch box but the instructions for the panoramic monitor have still to be amended.

So far 5 sponsors have been obtained for the Clock Tower - Belvedere Hotel, Kirkton Garden Centre, Harbour Hut, Villa Coffee and Gallery 55. Two other organisations are showing interest. Thanks to Isabel Munn of STP for her hard work. Money so raised accrues to STA as compensation for operating the Clock Tower.

Action Point. AN to amend instruction for panoramic monitor.

11 Update on Tolbooth building

The lead architect is almost back to full health and is starting to work on the revised plan of the proposed extension.

Aberdeenshire Council are running a design competition where they are seeking innovative designs within Aberdeenshire. One category is for designs of a mythical, redundant building within the area; the architect has submitted our plans for the Tolbooth although the identity of the Tolbooth is not revealed. The feedback from the Council is that if the design does well in the competition it will markedly enhance the chances of success at the full planning stage.

DC, GS and AN are hoping to meet with Douglas Turner on Friday 22nd April. Douglas is a professional fund raiser and the hope is that he can play an important part in raising the required funds for the extension.

12 AOCB

GS drew the committee's attention to an article in the Evening Express which highlighted the top 10 entry fee paying and the top 10 free entry visitor attractions in Aberdeenshire. The Tolbooth does not appear on these lists (the minimum footfall listed is around 40,000) and the only comment was how are such diverse and large scale attractions as Mar Lodge Estate and the Hill of Bennachie able to accurately record the number of visitors.

13 Date of next meeting

The next meeting will be held on **Wednesday 18th May** in the Bothy at the Community Centre at 1930 hours. Below are listed the remaining scheduled meeting dates until September.

15th June 20th July 17th August 21st September (AGM)

Andrew Newton
22nd April 2016

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

Summary of Action Points

Action Points	Person
Create fire alarm procedures	DC/TW
Waiting for Mintlaw to respond to fire alarm contract query	CC
Investigate practicality of putting volunteer notices in medical centres.	CC
Raise lighting issue with ACMS staff	Committee
Investigate geocaching	CT
Contact the 'donor' of the missing Hindi (?) brooch	GS
Have further discussions with the signage designer after consulting with JB over exact signage requirements	GS
Raise storage problem with ACMS	Committee
Organise 'Stonehaven Attractions' A4 poster	AN
Discuss educational grants with ACMS staff	Committee
Amend instruction for panoramic monitor	AN