

Meeting of the Stonehaven Tolbooth Association
Wednesday 15th June 2016
Community Centre – Blue Room

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

1 Welcome. In CC's absence AN took the Chair.

2 Apologies. Gwynne Stewart (GSt), Clare Thomas (CT), Cressida Coates (CC)

Absent. Ian Balgowan (IB).

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 18th May were accepted.

b) Matters arising

Action Points	Person	Action
Complete fire alarm procedures	TW	To be completed
Investigate practicality of putting volunteer notices in medical centres.	CC	Situation unknown
Produce GiftAid envelopes	AN	Done
Store cleaning equipment in Tower and request an occasional 'spring clean'	CC	Done
Investigate alternative display area for old books and DVDs	Committee	Done
Discuss water seepage with Willie Munro	CC	Situation unknown

Contact architect	AN	A meeting was arranged between the architect and committee members.

Action Points. TW to complete fire alarm procedures
 CC to investigate practicality of putting volunteer notices in medical centres
 CC to discuss water seepage problem

4 Chair's report (Cressida Coates)

In CC's absence there is no report

5 Treasurer's report (Dennis Collie)

From the period 18th May to date total income is £1,385 (Donations - £832, Sales - £553). During the same period expenditure consisted of £542 for stock and £82 for publicity. A total expenditure of £624.

Footfall figure is not available.

The committee approved the expenditure of £62 for a new sandwich board sign and DC was complimented on the design and cost. DC will visit the museum and discuss with available volunteers the requirements for internal signage.

At this point the discussion went off on a slight tangent to review the lighting. It is accepted that the lighting is not up to present day standards and needs improvement. This has been discussed with ACMS previously but there are delays in resolving the problem (see Secretary's report). The committee took the view that continuing delay is not an option and resolved to start the process by improving the lighting in the jail room area. This will have to be cleared with ACMS but in the interim BE will obtain a quote from a qualified electrician.

There is confusion over the number of items in the shop on sale for a third party and this will be discussed with GSt.

Action Point. BE to contact electrician.

6 Secretary's report (Andrew Newton)

Beatrice Evison has applied for the 25 hour Saltire Award and the necessary documentation has been signed. It was agreed that mentoring of Beatrice has been too lax and that her job prospects would be improved with more guidance on dealing with the public.

Normally CC would report on the recent meeting with Avril Nichols and Carol Leathley of ACMS but in CC's absence AN provided a brief summary of the meeting.

- No progress on the fire alarm contract
- The problems with the door have been referred to the Service Manager for Facilities & Funding as a priority. We are hopeful of a successful outcome, especially as an independent contractor has filed a report that the door has outlived its useful life.
- Funding that STA was assured would be in place for 1st April 2016 has still not materialised. This funding would have been used to pay for the improved lighting but

we are now informed that if the pot of money is approved by the Council, and this is not certain, STA will have to bid for funding in competition with other museums etc. This is not the impression given in January 2016. This further delay and uncertain outcome influenced the decision recorded in the Treasurer's report.

- ACMS advised us that we need to discuss our proposals to locate a storage facility in the Outer Courtyard with local planning officials. JB will investigate and report back on suitable 'sheds' before we approach the planning department.
- Avril Nichols wishes to commence quarterly meetings with STA with a suggested first date of 6th July. CC will confirm on her return to work.

AN will circulate on a monthly basis the footfall for the museum and clock tower.

The question was raised why the minutes were only circulated to the Trustees but AN pointed out that the approved minutes are lodged on the web site. However, if it is decided that the minutes should be circulated more widely it is a simple process.

Action Point. JB to investigate sizes of suitable 'sheds'.

7 Curator's report

This post is currently vacant.

8 Shop Report (Gwynne Stewart)

In GSt's absence there is no report.

9 Events (Clare Thomas)

Danestone Primary will visit the museum on Monday 20th June and Shona, Jim, Bill Emslie and Tom Macpherson will be on hand. They may be augmented by Jean and Jade.

The Mini Burns Supper scheduled for Saturday 9th July has been cancelled due to a lack of interest from the local primary schools. The Fatherland Burns Club offered their apology.

The Aberdeen Probus Club will visit the museum on Friday 8th July at 1100 hrs and Tom Walker, Bill Emslie and Jim Bruce will be on hand.

There is a tentative booking for 6th June 2017 from the Stonehaven Ladies Probus Club.

10 Clock Tower (Andrew Newton)

Nothing to report.

11 AOCB

TW informed the committee that his other commitment to the CAB and the distinct possibility that he might be appointed to the Board of Management for Professional Boxers in Scotland mean that he made be forced to resign from the STA committee. Not definite but a distinct possibility. However Tom wishes to remain as a volunteer.

BE expressed again his frustration in not being able to source electrical tracking compatible with existing tracking and modern lighting requirements.

TM informed the committee that today (15th June) he unknowingly hosted a secret visit from Visit Scotland. At the end of the visit Tom had a long conversation with the representative (Anne Sandilands) and she will issue a report shortly. However, here are some salient points that will be in her report:

- The museum easily meets the standards for a 3 star attraction
- Gaining 4 star status needs more work
 - There should be less ‘clutter’
 - Themes should be clearer
 - Cards associated with each exhibit should be more informative
 - The cards should be branded with the museum logo
 - Consider more rotation of exhibits
- Visit Scotland is very supportive of the proposed extension
- Visit Scotland would help to design the layout and displays in a ‘new’ museum
- The proposed storage facility in the Outer Courtyard would help with rotation of exhibits.
- Overall, a very good report is expected.

TW suggested that the comments made by Visit Scotland should be used in the planning application for the shed in the Outer Courtyard

DC inquired whether the Lions presented a cheque to STA at the Fein Market but no information was available.

12 Date of next meeting

The next meeting will be held on **Wednesday 20th July** in the Bothy at the Community Centre at 1930 hours. Below are listed the remaining scheduled meeting dates until September.

17th August 21st September (AGM)

Andrew Newton
15th June 2016

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

Summary of Action Points

Action Points	Person
Complete fire alarm procedures	TW
Investigate practicality of putting volunteer notices in medical centres.	CC
Discuss water seepage with Willie Munro	CC
Contact electrician	BE
Investigate sizes of suitable ‘sheds’	JB