

Meeting of the Stonehaven Tolbooth Association
Wednesday 20th July 2016
Community Centre – Youth 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. Cressida Coates (CC), Andrew Newton (AN), Dennis Collie (DC), Bill Emslie (BE), Jim Bruce (JB), Tom MacPherson (TM),

1 Welcome. CC welcomed the Trustees and congratulated all on finding the meeting room despite the best efforts of Aberdeenshire Council to confuse all and sundry.

2 Apologies. Gwynne Stewart (GSt), Clare Thomas (CT), Tom Walker (TW)

Absent. Ian Balgowan (IB).

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 15th June were accepted.

b) Matters arising

Action Points	Person	Action
Complete fire alarm procedures	TW	Still outstanding
Investigate practicality of putting volunteer notices in medical centres.	CC	Still outstanding
Discuss water seepage with Willie Munro	CC	Done. Willie Munro to be kept informed of further seepage
Contact electrician	BE	The electrician has proven elusive and DC offered to contact another person
Investigate sizes of suitable 'sheds'	JB	JB would prefer a large metal container size structure but normally

		these are 8' wide and would require a crane to install. (See also Secretary report)

Action Points. TW to complete fire alarm procedures
 CC to investigate practicality of putting volunteer notices in medical centres
 DC to contact alternative electrician

4 Chair's report (Cressida Coates)

CC has now recovered from her indisposition and wished to record her thanks to CT for overseeing the rota for the last six weeks.

A cheque was presented to CC by the Lions Club at the Feeing Market and it was passed to DC during the meeting.

CC has received an email from Carol Leathley informing STA that Carol has returned to her former duties in Aberdeenshire Council (AC) and our point of contact is now Avril Nichols (Quality Development Manager). Fiona Clark is the AC curator based at Mintlaw and is available to provide advice to the Tolbooth museum.

We have two new volunteers – Joel Hornsby and Mary Sutcliffe; both will be on the August rota.

Harbour Day is Sunday 28th August.

CC stressed that we need a new curator following George Strang's resignation. It was agreed that this can wait until the AGM in September but in the interim we need:

- a) Confirmation of the location of the existing digital database
- b) An outline of the curator's duties

A volunteer had expressed reservations on the lack of counting donations before placing the latter in the 'safe' and it was agreed that when donations are removed from the donations box they must be counted and the amount recorded on the daily tally sheet.

The door is still sticking and CC will contact Tim Stephen (AC Property Manager).

There is confusion over books written by Margaret Wilson that had been placed in the museum on a sale or return basis without informing DC. DC will undertake an investigation but it is essential that DC is kept fully informed on all financial matters.

Action Points. CC to locate existing digital artefact database
 CC to contact George Strang for advice on curatorial duties
 CC to advise volunteers concerning counting donations
 CC to contact Tim Stephen re door problem
 DC to make inquiries over the exact 'deal' for the Wilson books

5 Treasurer's report (Dennis Collie)

Since the last meeting total income has been £2,166.93 (Donations £1,280.73, Sales £877.50, Bank Interest £8.65). During the same period expenditure was £623.74.

Due to the inclement weather we took a bad 'hit' in visitor numbers in April, when compared to 2015, but the May and June footfalls recovered to be on a par with the corresponding months in 2015. It is too early to compare the July figures.

DC was congratulated on the new sandwich board and CC asked if a similar sign could be created for the small flag pole.

The committee approved the quote from our insurance broker for renewing the annual public liability etc. insurance for the museum and Clock Tower.

AN asked whether the accounts were available for examination prior to the annual submission to OSCR. DC confirmed that they were ready; it was just a case of finding an appropriate examiner. AN will contact the Mearns Camera Club treasurer as a possible examiner.

Action Point. DC to investigate creating a new sign for the small flag pole
AN to contact treasurer of Mearns Camera Club

6 Secretary's report (Andrew Newton)

AN has been in touch with Dave Chouman (the architect) and the latter is meeting with Michael Gilmour this week to finalise the plans; a copy should be sent to AN next week. The next couple of weeks will be taken up with producing the necessary ancillary documentation with the intention to apply for planning permission shortly after 1st September. This date is significant as that is the day that the winner of the AC design award 2016 is announced. The extension has been short leeted for the award; winning the award is considered a major plus factor in gaining planning permission.

Minutes of the local Tourist Group reveal that the Group wish to place the new issue of 'Walking Maps' in the museum but no approach has been made to the committee yet. The minutes also show that the new Stonehaven brochure should be available in 2/3 weeks and again the Group have expressed a desire to place copies in the museum. AN will contact Frank Budd to clarify matters.

The museum is desperately short of storage space and one idea is to place a container in the Outer Courtyard (see Matters Arising). However, a rumour is circulating that a neighbouring garage maybe coming on the market. AN will investigate further.

AN has been invited to a funding meeting at Viewmount on 7th September. No other information is currently available and AN was asked to determine more information and whether other committee members can attend.

Action Point. AN to contact Frank Budd.
AN to investigate potential sale of garage
AN to find out more information about Viewmount meeting

7 Curator's report

This post is currently vacant.

8 Shop Report

AN reported on a conversation with staff at the local Visit Scotland shop and it transpires that this organisation has a central purchasing policy which, in effect, precludes local branding. In other words visitors are unable to purchase in the Visit Scotland shop articles directly relating to Stonehaven. Staff refer visitors to the Museum or My Beautiful Caravan for such items. Is there scope for the museum to stock more items with a local branding?

9 Events

CC was informed that the Fatherland Burns Club had been forced to cancel their intended mini Burns Suppers in the museum due to a lack of support from the local schools.

Although the museum was offered as a 'drop in' location during the Folk Festival no musicians took up the offer. The committee agreed that the museum would be available for such activities in future years but the initiative would have to come from the Folk Club.

10 Clock Tower (Andrew Newton)

For the 2016-2017 season we have sponsorship from four Stonehaven organisations. Their cards are now displayed in the customised cabinet in the Tower.

11 AOCB

CC informed the committee that future productions of the Dinosaur Hunt sheets will be based on the re-vamped images supplied by an external graphic designer.

BE reported that a volunteer had commented on the very low price of the Stonehaven Attraction poster and had suggested a significant price rise. It was explained that the mark-up was substantial and that it was believed that the sale price was appropriate bearing in mind the production costs.

DC raised the issue of the recent Visit Scotland report. There were many very positive points, e.g., its location, the welcome, the enthusiastic volunteers. However, there were some negative areas – the web site is not as viewer friendly as it could be (it will be re-vamped over the winter); areas of the museum were dusty, explanatory notices did not carry the museum logo (all new notices will carry the museum branding) and the retail area was over crowded. The committee agreed that it would be inappropriate to make major changes during the high season but during the forthcoming winter season the existing 'book shelves' at the back of the shop will be removed and more suitable shelving installed. The shop will be de-cluttered and the number of artefacts on display will be reviewed.

AN had reported to AC that the public toilets were closed on Saturday 16th July and the feedback was that the relief cleaner had misunderstood the opening times.

The Meikle Carewe Windfarm Fund is now open for applications and AN will make another application for funding (this time for lighting) but warned that the Fund still appears to discourage projects that include an element of paying for labour.

JB recounted that he had visited Braemar Castle and noticed that there were no leaflets relating to the Tolbooth. This led to a discussion about our leaflets and it was realised that STA had none left. DC will investigate a new production.

Action Points. AN to make a new application to the Meikle Carewe Windfarm Fund
DC to consider printing new leaflet

12 Date of next meeting

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

21st September (AGM)

Andrew Newton
22nd July 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 alternative electrician	DC
Locate existing digital artefact database	CC
Contact George Strang for advice on curatorial duties	CC
Advise volunteers concerning counting donations	CC
Contact Tim Stephen re door problem	CC
Make inquiries over the exact 'deal' for the Wilson books	DC
Investigate creating a new sign for the small flag pole	DC
Contact treasurer of Mearns Camera Club	AN
Contact Frank Budd	AN
Investigate potential sale of garage	AN
Find out more information about Viewmount meeting	AN
Make a new application to the Meikle Carewe Windfarm Fund	AN
Consider printing new leaflet	DC