

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 27th October 2016  
Community Centre – The Bothy**

## **Agenda**

- 1 Welcome
- 2 Apologies
- 3 Election of Office Bearers
- 4 Minutes of previous meeting
  - a) acceptance
  - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 Curator's report
- 9 Shop report
- 10 Events report
- 11 Clock Tower
- 12 AOCB
- 13 Date of next meeting

## **Minutes**

**Present.** Cressida Coates (CC), Dennis Collie (DC), Bill Emslie (BE), Jim Bruce (JB), Tom MacPherson (TM), Gwynne Stewart (GS), Louise Coates (LC), Ian Balgowan (IB), Andrew Newton (AN)

**1 Welcome.** CC welcomed the committee to the first meeting after the 2016 AGM with a particular welcome to the two new Trustees, namely Louise Coates and Mary Sutcliffe.

**2 Apologies.** Clare Thomas (CT), Mary Sutcliffe (MS).

**Absent.** None

### **3 Election of Office Bearers**

The following Office Bearers were proposed and seconded:

Chair – Cressida Coates

Treasurer – Dennis Collie

Secretary – Andrew Newton

The following posts were also proposed and seconded:

Curator – Louise Coates

Shop – Gwynne Stewart

Events – Clare Thomas

All were elected unanimously.

### **4 Minutes of previous meeting.**

**a) Acceptance**            The previous minutes of 17<sup>th</sup> August were accepted.

## b) Matters arising

Action Points	Person	Action
Contact TW re Alarm Procedures	CC	This is still outstanding and DC will look at evacuation and fire procedures
Investigate practicality of putting volunteer notices in medical centres	CC	CC will ask at the surgery tomorrow (27 <sup>th</sup> )
Follow up with George Strang re curator duties & procedures	CC	List of duties provided
Design & procure sign for pole	DC	Sign procured. DC now investigating method of attachment
Redesign leaflet and submit for trustee approval	DC	In progress. AN to provide images
Arrange examination of annual accounts with Rodney Payne	DC	Done
Investigate sales exceeding £5k recording & procedure	AN/DC	Done
Order stock as necessary	GS	See Shop Report
Check existing stock of shirts & fleeces, and order top-up stock	GS	See Shop Report
Contact GC Paranormals to confirm booking	CT	No further contact from company
Get detailed quotation for lighting from Stenson	JB	Done
Book venue for AGM and notify attendees	CC	Done

JB raised the issue of improving the lighting and the committee agreed that action must be taken soon, especially as we now have 3 quotes for the work. AN pointed out that we were waiting the outcome of an application for funding to the Meikle Carew Windfarm Community Fund and also we required permission to proceed from Aberdeenshire Council. The committee agreed to defer a decision until the November meeting and in the interim AN will seek permission to proceed from Aberdeenshire Council.

### **Action Points:**

**DC** to look at evacuation procedures

**DC** to redesign leaflet and submit for trustee approval

**AN** to obtain permission for electrical work from Aberdeenshire Council.

The minutes of the AGM held in September have been circulated to all members and approved without further comment.

### **5 Chair's report (Cressida Coates)**

The November rota has already been completed.

Unfortunately, due to health problems, Bernadette Stirling has had to relinquish her role as an active volunteer but wishes to remain as a supportive member of the Association.

CC will present a full report to the November meeting on her attendance at a fund raising workshop in Laurencekirk.

Dave Ramsay has presented a copy of his book *A Wild, Rocky Coast* to the museum.

Rosalind Russell has been carrying out research into the life and times of John Duncan (Weaver and Botanist) and asked whether a plaque in his memory could be erected outside the museum. The committee agreed that this was an issue for Aberdeenshire Council's planning department but saw the merits in having a display within the museum – perhaps in conjunction with other local worthies. CC to refer back to Rosalind.

Neil McLennan is a local resident who writes for the Historic Scotland magazine and wishes to visit the museum in order to write an article for publication in January. He will visit the museum on 12<sup>th</sup> November from 1430 hours when he hopes to meet as many Trustees as possible in order to record their thoughts and memories.

AN raised the issue of reference books. He is under the impression that there are fewer books available than previous. Apparently there is no list of reference books and this should be remedied; at the same time large stickers should be placed on each book clearly stating that it is for reference only.

**Action Points:**

CC to refer back to Rosalind Russell

LC to create list of reference books.

**6 Treasurer's report (Dennis Collie)**

For the period 18<sup>th</sup> August to 24<sup>th</sup> October total income was £4146 with and expenditure of £5260. The bulk of the expenditure was incurred by payment of the planning fee for the extension.

Footfall for the calendar year so far is 20,866.

There was a highly successful visit by children from a local nursery school and whilst the focus of attention was on the dinosaur hunt the children also enjoyed many other artefacts.

**7 Secretary's report (Andrew Newton)**

The museum is getting some very complimentary comments on Trip Advisor and AN requested that TM consider providing extracts in the next issue of the Tolbooth Times.

An application to the Meikle Carew Windfarm Community Fund is currently under consideration and the result should be known soon.

AN met with the architects this afternoon and the planning application for the extension should be submitted to the planning department on Friday (28<sup>th</sup>). This will obviously create some media interest and the best way to deal with information requests is to prepare a press release. AN undertook to prepare the release and circulate for approval in the next few days.

AN complimented DC on his draft information sheet and believes that it is the best way forward in providing more information for visitors. The committee agreed and asked DC to lead on the project. DC will suggest some action points but will require the backing of Trustees and volunteers.

**Action Points:**

AN to prepare press release and circulate for approval

DC to provide a road map for increasing artefact information.

**8 Curator's report**

This post has been vacant since May but LC took up the challenge tonight. Obviously no report yet.

**9 Shop Report (Gwynne Stewart)**

New fleeces and T shirts have been ordered, as have more Lucky Dips and International stamps. A new design in playing cards has been ordered from Glen Appin.

Gary Brindley has offered to make new price cards but DC requested that they are in a format consisted with the corporate look that STA are trying to develop.

The list of stock items, and their prices, is not up to date and the committee considered that it was essential to review the situation.

Darryl French has donated a considerable quantity of large posters and small plastic trays to the museum to be sold as STA see fit. All proceeds to go to the museum.

AN related that he was having difficulty to acquiring additional glass animal 'ornaments' from his Chinese supplier due to the heavy cost of P&P. A new supply might be obtained in the spring.

**Action point:**

DC to provide GS with the previous stock list to act as a template for revision.

**10 Events (Clare Thomas)**

In the absence of CT there is no report.

**11 Clock Tower (Andrew Newton)**

Nothing to report although GS questioned whether the Clock Tower was open on every day that the museum was open. The committee was unaware of any problems but CC will send out a reminder about the Clock Tower.

**Action Point:**

CC to remind volunteers about opening the Clock Tower.

**12 AOCB**

DC & BE will be attending a symposium at Haddo House on 27<sup>th</sup> October.

The till is broken beyond repair and after a discussion it was decided to replace it with a 'basic' till, probably costing around £80. DC to source.

Once the current supply of dinosaur sheets is exhausting the new, improved, sheets will be printed. At the same time the actual dinosaur figures scattered around the museum will be renewed.

The Christmas holiday period is approaching and the dates for opening in December were set as:  
3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 24<sup>th</sup>. The last date is Christmas Eve and CC, IB and GS will be available. After Christmas the museum will be open from 28<sup>th</sup> to 30<sup>th</sup> at the usual times of 1230 to 1530.

On New Year's Eve the museum will be open from 1230 to 1700 and then again from 1900 to 2200.

The times for New Year's Day are still to be confirmed.

**Action Point:**

**DC** to purchase new till.

**13 Date of next meeting**

The next meeting will be at the museum on 16<sup>th</sup> November at 1930 hours. The opportunity will be taken to discuss cleaning, the layout of artefacts and various other matters that can only be discussed on site.

The Christmas 'get together' is on 14<sup>th</sup> December at the Resource Centre and partners are invited along with all volunteers.

**Andrew Newton**  
**28<sup>th</sup> October 2016**

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

**Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Look at evacuation procedures	DC
Redesign leaflet and submit for trustee approval	DC
Obtain permission for electrical work from Aberdeenshire Council.	AN
Refer back to Rosalind Russell	CC
Create list of reference books	LC
Prepare press release and circulate for approval	AN
Provide a road map for increasing artefact information	DC
Provide GS with the previous list to act as a template	DC
Remind volunteers about opening the Clock Tower	CC
Purchase new till	DC