

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 16<sup>th</sup> November 2016  
Community Centre – The 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 Clock Tower
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Date of next meeting

## Minutes

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

**1 Welcome.** CC welcomed the committee to the meeting on a cold and frosty winter's night.

**2 Apologies.** Clare Thomas (CT), Jim Bruce (JB).

**Absent.** None

### **3 Minutes of previous meeting.**

**a) Acceptance** The previous minutes of 26<sup>th</sup> October were accepted.

### **b) Matters arising**

| <b>Action Points</b>  | <b>Person</b> | <b>Action</b>                                 |
|---|---------------|---|
| Look at evacuation procedures                                     | DC            | First draft produced; just to be finalised    |
| Redesign leaflet and submit for trustee approval                  | DC            | In progress                                   |
| Obtain permission for electrical work from Aberdeenshire Council. | AN            | See Secretary's report                        |
| Refer back to Rosalind Russell                                    | CC            | In progress                                   |
| Create list of reference books                                    | LC            | Work commenced and 'missing' books discovered |
| Prepare press release and circulate for approval                  | AN            | Done  |
| Provide a road map for increasing artefact information            | DC            | Delayed until after Christmas                 |
| Provide GS with the previous list to act as a template            | DC            | Completed                                     |

|   |    |   |
|---|----|---|
| Remind volunteers about opening the Clock Tower | CC | Completed   |
| Purchase new till                               | DC | DC sourced a rarely used second hand till but the owner had lost the keys so the search continues for a new till. |
|   |    |   |

**Action Points:**

DC to redesign leaflet and submit for trustee approval

CC to confer with Rosalind Russell

DC to purchase new till

**4 Chair's report (Cressida Coates)**

The December rota has already been completed. The rota for 4<sup>th</sup> December has 3 volunteers on duty as two individuals are new.

It was decided that on New Year's Day the museum will be open from 1100 hrs to 1400 hrs in order to 'catch' members of the public attending the New Year Dip.

CC has again reminded the Council about the state of the drain in the Inner Courtyard and action is now promised within 5 working days.

On Saturday 12<sup>th</sup> November the museum hosted a visit from the Scotland History Magazine. A number of trustees were present and the visit was adjudged to have gone very well. The journalist was impressed with the museum and may well re-visit to gain more information for further articles. It is expected that the article will be published in December and at the same time a podcast will be placed on the magazine's web site (<https://www.celebrate-scotland.co.uk>)

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

Since the last meeting (26<sup>th</sup> October) Income has been £679 and Expenditure has been £398. Of the latter £300 was for stock and £98 to fund two trustees attending an architectural conference at Haddo House .

Footfall for this period was 1,426.

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

Under Matters Arising AN was charged with obtaining permission from the Council to renew the lighting in the museum. Contact was made with Ron Davidson (AC Estates Team Leader) and he referred the request to Brian Duthie who has the necessary electrical skills to judge the proposal. Two emails have been sent to Brian and a reply is still awaited.

The planning application for the extension was submitted on Monday 31<sup>st</sup> October. The Council have now begun the process of validating the application but in order to comply with new Government guidelines on faster processing of all planning applications the Council have requested additional details. Both set of architects are working on the information requested. In the meantime the press release is in abeyance.

AN had a productive meeting with Jamie Wilkinson (NESPLAG) and Paul Higson (NEPT) in which the way forward in obtaining funding for the next two stages of the proposed extension

was discussed. There were also informal talks with Diane Strachan (Aberdeenshire Council). At the moment progress looks promising but there is more work to be done.

STA has received a letter of thanks from STP for sponsoring the Land Train during the 2016 summer season.

The Meikle Carew Windfarm Community Fund has awarded the STA £4000 to carry out renovation of the lighting in the museum.

### **7 Curator's report (Louise Coates)**

LC has been working on compiling the list of reference books.

DC mentioned that he had spoken to Hamish Vernal (Provost of Aberdeenshire) at the Haddo House conference and Hamish was very interested in the fate of artefacts originally gifted to the Stonehaven museum and now residing in Mintlaw. DC had promised to provide further information to the Provost and sought guidance from the committee. It was agreed that whilst STA had sympathy with the thoughts of donors and/or their relatives it was no longer a big issue with the Association as complaints to STA regarding 'lost' artefacts are now infrequent. DC will respond in general terms to Hamish Vernal.

#### **Action Point.**

DC to respond to Hamish Vernal

### **8 Clock Tower (Andrew Newton)**

The Clock Tower will be handed over to the FireBall Association on 30<sup>th</sup> December to allow that organisation to prepare for the New Year Eve celebrations. AN to inform Raymond Milne.

The safe will be emptied before 21<sup>st</sup> December in order to permit DC to convey the 2016 FireBalls donations to that committee.

#### **Action Points.**

AN to contact Raymond Milne over arrangements for 31<sup>st</sup> December.

AN to empty safe in Clock Tower

### **9 Shop Report (Gwynne Stewart)**

The stock of second class and international stamps has been replenished.

More Lucky Dips need wrapping and MS undertook to oblige.

GS will carry out a stock take on Sale or Return items and provide details to DC so that the relevant suppliers can be re-imbursed.

#### **Action point:**

GS/DC to stocktake Sale and Return items and pay 'debts'.

### **10 Events (Clare Thomas)**

In the absence of CT there is no report.

## **11 AOCB**

TM has run off 11 copies of the FireBalls DVD but advised that a disclaimer against playing on non-PAL equipment should be included with the DVDs.

The Scotland History journalist had suggested that the museum's website could include more information, e.g. artefact of the month, Tolbooth Times etc. All this will be discussed when the site is re-vamped over the winter.

The Christmas get together is scheduled for Wednesday 14<sup>th</sup> December and so far 20 people have indicated that they will attend.

Cleaning of the museum is an item deferred from a previous meeting but the committee felt that currently the level of cleanliness is acceptable, especially as JB sweeps the place every weekend. A deeper clean will be conducted prior to the six day opening in the Spring.

BE repeated a conversation that he had with a Bancon contractor in which the latter stated that Bancon had not received any authorisation to replace the front door. CC to chase.

It was agreed that the kettle should be sited in the kitchen rather than in the shop as there is a H&S issue. DC to organise.

In order to make the quotes for installing track lighting compatible DC will get a new quote from his contact to cover the whole museum rather than just the front entrance.

There was a lengthy discussion on the layout of artefacts and the shop. It was agreed that the display of artefacts should be themed wherever possible and a good starting point would be to consult the list of items in the museum. LC will supply the list to CC and DC. It is essential that JB is involved in the procedure and CC will consult with him.

DC has draft designs for a new layout for the shop which could make the retail area more inviting to the public. DC is willing to carry out work before the Spring opening.

### **Action Point:**

**CC** to make inquiries about replacing the door.

**DC** to re-site kettle

**DC** to seek new lighting quote

## **13 Date of next meeting**

The next meeting will be on Wednesday 11<sup>th</sup> January 2017, venue to be announced later.

**Andrew Newton**  
**19<sup>th</sup> November 2016**

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

## Summary of Action Points

| Action Points  | Person |
|--|--------|
| Redesign leaflet and submit for trustee approval                       | DC     |
| Refer back to Rosalind Russell   | CC     |
| Purchase new till  | DC     |
| Respond to Hamish Vernal   | DC     |
| Contact Raymond Milne over arrangements for 31 <sup>st</sup> December. | AN     |
| Empty safe in Clock Tower  | AN     |
| Stocktake Sale and Return items and pay 'debts'.                       | GS/DC  |
| Make inquiries about replacing the door                                | CC     |
| Re-site kettle   | DC     |
| Seek new lighting quote  | DC     |
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