

**Meeting of the Stonehaven Tolbooth Association
Wednesday 11th January 2017
Community Centre**

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), Louise Coates (LC), Ian Balgowan (IB), Andrew Newton (AN), Clare Thomas (CT), Jim Bruce (JB).

1 Welcome. CC wished the committee a Happy New Year and welcomed everyone to the first meeting of 2017.

2 Apologies. Tom MacPherson (TM), Gwynne Stewart (GS), Mary Sutcliffe (MS)

Absent. None

3 Minutes of previous meeting.

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

b) Matters arising

Action Points	Person	Action
Redesign leaflet and submit for trustee approval	DC	DC has been away and also had other priorities but now top of his agenda
Refer back to Rosalind Russell	CC	CC has spoken to Rosalind and promised a display within the museum. Aberdeenshire Council has been contacted over the exterior siting of a plaque but no response so far. CC to chase.
Purchase new till	DC	New till purchased and operating smoothly.
Respond to Hamish Vernal	DC	See AOCB
Contact Raymond Milne over arrangements for 31 st December.	AN	Done
Empty safe in Clock Tower	AN	Done and proceeds passed to DC

Stocktake Sale and Return items and pay 'debts'.	GS/DC	In progress
Make inquiries about replacing the door	CC	Spoken to Avril Nicol who has contacted another Council employee
Re-site kettle	DC	To be done shortly
Seek new lighting quote	DC	Done

Action Points:

DC to redesign leaflet and submit for trustee approval

CC to 'chase' Council over siting of plaque

4 Chair's report (Cressida Coates)

The December footfall was very encouraging as it was the best December figure in the museum's recent history.

The Christmas party was a great success and everyone seemed to enjoy themselves.

The January rota is complete.

5 Treasurer's report (Dennis Collie)

DC reported on facts and figures since the last meeting (16th November). Income was £1,002 and Expenditure was £464, of which £166 was the donation to the Fire Balls Association. As the calendar year has just ended DC was able to report some annual figures.

Footfall: 22,593

Gross sales: £6,997

Donations: £7,481

Average visitor donation: 33p

Average visitor purchase: 31p

6 Secretary's report (Andrew Newton)

AN was approached by journalists working for D C Thomson (publishers of a new free magazine entitled Your Stonehaven) and Flybe (publishers of Inflight magazine) requested material to use in their next editions. Material was provided but there is no guarantee that it will appear in print.

Neil MacClellan visited the museum to inform staff that the podcast that he created when interviewing volunteers on 12th November has been completed and is now available on the Scotland History Magazine web site. CT has provided the link on the museum's FaceBook page. Neil has provided TM with the 'raw' files that were used in editing the podcast and has released his copyright.

Previously 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. Despite two further emails there has been no satisfactory response from the Council and on 8th January a further email was sent to Ron Davidson and Willie Munroe. A reply is awaited.

The planning application for the extension was validate on 1st December and a decision is expected by 31st January. A number of representations have been received by the Planning Department over the application and the majority either have no objections or merely voice minor concerns. In particular the response from Historic Environment Scotland was very supportive and helpful. A couple of submissions raise a number of more serious concerns and the architect and AN will have to formulate a reply to counter negative comments.

Trip Advisor has sent a Certificate of Excellence for 2016 and JB will arrange its display in the museum.

Action Point

AN to liaise with architect over extension planning submissions.

7 Curator's report (Louise Coates)

LC has completed the compilation of reference books held by STA.

There was a discussion on the spreadsheet that records STA's assets and it was agreed that the functionality work that DC has done is at the point when it should be turnover to LC for her evaluation of the document. (DC and LC will meet at the museum at 1230 on Saturday 14th). Further functionality can be added if LC so requests. STA has submitted outline proposals to Aberdeen University for a student internship and a reply is awaited. In the interim it was decided that 'cleaning up' the spreadsheet is a priority for STA and LC will begin the process. Members of the committee may have to contribute their knowledge of certain artefacts.

Action Point.

LC to evaluate spreadsheet and liaise with DC over its functionality.

8 Clock Tower (Andrew Newton)

The Clock Tower was handed over to Fire Balls Association (FBA) on 30th December to allow that organisation to prepare for the New Year Eve celebrations; it was handed back on 2nd January. AN met with Raymond Milne for a 'wash up' discussion and evidently everything went smoothly although Raymond would prefer slightly longer in future to tidy up the Tower subsequent to the event. It was agreed that for the next Fire Balls the Clock Tower would be turned over to FBA from the 31st December to 5th January.

A new webcam was used and it created a successful broadcast. FBA are considering ways in which to improve wifi connectivity to the server.

The 2016 footfall for the Clock Tower was 6,654.

9 Shop Report (Gwynne Stewart)

In the absence of GS there is no shop report.

10 Events (Clare Thomas)

CT had nothing to report but CC reminded the committee that a wedding was scheduled for Friday 17th March.

AN sought clarity over a request from the Stonehaven Ladies Probus Club and agreed to contact the President.

Action Point.

AN to contact President of Stonehaven Ladies Probus Club

11 AOCB

CC wished to express her thanks to TM for the article that he provided to the Fire Balls magazine.

The Stonehaven Heritage Society has approached STA with the prospect of closer ties and the committee agreed that CC and AN should pursue this suggestion. There is also the prospect of offering to co-opt a SHS member to join our committee. AN to liaise with Gordon Ritchie to arrange a meeting date.

BE commented again on the state of the Inner Courtyard and the potential to encourage rats. CC confirmed that she had already reported the situation to Environmental Health and thought that the situation had been resolved. However, CC will contact Environment Health again on receipt of images from BE.

From Matters Arising. DC has been in touch with Hamish Vernal (Provost of Aberdeenshire) who is keen to resolve any difficulties that arose when the museum ceased to be run by Aberdeenshire Council. Hamish has suggested a meeting with John Harding (Aberdeenshire Council's Head of Lifelong Learning and Leisure) to discuss the fate of various artefacts. DC agreed to arrange such a meeting.

Action Point:

AN to liaise with Gordon Ritchie.

CC/BE to resolve Inner Courtyard situation

DC to contact John Harding

13 Date of next meetings

The next meeting will be on Wednesday 15th February 2017, venue to be announced later.

Suggested future dates are:

15th March

12th April

17th May

14th June

12th July

9th August

27th September (AGM)

Andrew Newton

14th January 2017

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
Chase Council on siting of plaque	CC
Liaise with architect over extension planning submissions	AN
Evaluate spreadsheet and liaise with DC over its functionality	LC
Contact President of Stonehaven Ladies Probus Club	AN
Liaise with Gordon Ritchie	AN
Resolve Inner Courtyard situation	CC/BE
Contact John Harding	DC