

Meeting of the Stonehaven Tolbooth Association
Wednesday 15th March 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), Bill Emslie (BE), Ian Balgowan (IB), Clare Thomas (CT), Gordon Ritchie (GR), Andrew Newton (AN), Dennis Collie (DC), Gwynne Stewart (GS)

1 Welcome. The Chair welcomed everyone present and expressed her thanks to CT for taking the minutes of the last meeting.

2 Apologies. Mary Sutcliffe (MS), Louise Coates (LC)

Absent. Jim Bruce (JB), Tom Macpherson (TM)

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 15th February 2017 were accepted.

b) Matters arising

1 TM has sorted the Fishing DVD malfunction.

2 The re-vamped display of Stonehaven Heritage Society photographs will be delayed until after 29th March.

3 DC circulated a draft of the new flyer and will go to print after the committee have had a chance to review DC's efforts.

Action Point:

DC to circulate new flyer for final approval

4 Chair's report (Cressida Coates)

CC intimated that Tom Walker has resigned as a volunteer at the museum due to the burden created by his boxing duties.

Minutes of STA meeting 15th March 2017 – Approved 12th April 2017

Kim Grenville has expressed an interest in becoming a volunteer and CC will now 'sign her up' after receiving approval from the committee.

CC reminded the committee that there was a meeting with Craig Elliot (Mintlaw) scheduled for 29th March.

CC has listened to the podcast now hosted on the Scotland History magazine web site (<https://www.celebrate-scotland.co.uk>) and was impressed with the content. A link has been provided on the museum's Facebook page.

There is a meeting at Viewmount on Thursday 16th March with Council officials to discuss the Tolbooth museum.

The museum's third wedding will take place on Friday 17th March at 1430 hours and CC is content with the planning. CC and family will visit the museum on Thursday night to make final preparations. Volunteers are welcome on Friday if they wish to help out at the actual ceremony,

The summer season will commence on Saturday 1st April with the times amended to 1330 – 1630 hours and opening six days a week. The rota template will be circulated on Thursday 16th.

5 Treasurer's report (Dennis Collie)

Financially it has been a quiet time for the museum with a total income of £383 (Donations - £227, Sales - £156) since the last meeting. There has been no expenditure. In addition a £4000 cheque from the Meikle Carewe Wind Farm Community Fund has been banked.

Footfall has been circulated separately.

6 Secretary's report (Andrew Newton)

An email has been received from Matthew Alexander of MyAncestralScotland.com in which he has offered to visit the museum to explain the purposes and functions of this new 'heritage' website. The committee agreed to accept the offer.

We have received a query from New Zealand regarding the death of a fisherman off Stonehaven in 1886. CC offered to make a further investigation and send any details to IB who will respond to the email.

The planning application for the extension to the Tolbooth is proceeding slowly; two further surveys have been undertaken and the reports will be submitted to the Council as soon as they are available. A final decision is expected by 30th April and so far there are no indications of serious objections to the plan.

AN updated the committee on the proposed involvement of Marine Scotland Science (MSS) with the Open Doors Day on 16th September. MSS will utilise the Outer Courtyard to demonstrate sampling equipment and place a microscope, with samples, on a table within the museum. MSS will provide their own staff to demonstrate the Stonehaven Bay sampling project. Discussions are continuing.

Open Doors Day application forms for the museum and the Clock Tower have to be submitted to the Council.

Action Points:

AN to contact Matthew Alexander.

IB to reply to New Zealand inquiry

AN to submit Open Doors Day forms

7 Curator's report (Louise Coates)

In LC's absence CC reported.

CC and LC have met with Amanda Hoffman (the Abdn University placement student) and it was agreed that Amanda would send to CC a list of dates on which she could fulfil her 20 day placement. The committee had a discussion on the activities expected from Amanda and it was agreed that the priority was to ensure that the spreadsheet that acts as the 'asset register' is fully up to date. Secondly the 'donation/loan' document must be reviewed and amended. It is hoped that once Amanda has a clearer understanding about the museum and its artefacts she will be able to make some informed suggestions on how to improve the display and, perhaps, participate in some of the changes before her placement is finished. DC will send the updated spreadsheet to CC and LC. It was also agreed that Amanda's travel expenses will be re-imbursed and DC is content with a consolidated claim form.

Action Point:

DC to provide updated spreadsheet/'asset register' to CC and LC

8 Clock Tower (Andrew Newton)

Brian Watt (Aberdeenshire Council) has retired and the new contact for the Tower is Cheryl Roberts.

There are reports that the panoramic monitor has failed. The easy solution is to turn off the power at the mains (inside cupboard under the monitor) and then switch on again. After approximately 5 minutes the program should resume functioning.

Action Point:

CC to issue instruction to volunteers regarding monitor.

9 Shop Report (Gwynne Stewart)

GS reported that stock was low at the moment and she would start to put together an order this coming weekend. GS circulated the new Glen Appin catalogue but it contained few items of interest to STA. There are still some Lucky Dips to be wrapped and these are in the kitchen.

Some stock items are poor sellers, e.g. big purses, and the decision was made to sell these items off at cost price.

Action Point:

GS to reduce price on poor selling items.

10 Events (Clare Thomas)

There is a delay in the visit by St Machar school as the teacher is waiting for her minibus driving permit.

Stonehaven Ladies Probus club will visit the museum at a date after 6th June 2017.

11 AOCB

1 CC was asked whether there had been any progress on replacing the front door and the short answer is 'no' but this issue will be raised with Craig Elliot on 29th March.

2 GR intimated that an article about the museum will be carried in the next edition of the Stanehyve magazine.

3 GR has sorted out suitable photographs, and captions, for the SHS boards in the museum and these will be displayed after 29th March.

4 CC to thank Shona Barclay for her work in dressing the newly acquired mannequin.

Action Point:

CC to thank Shona Barclay.

13 Date of next meeting

Wednesday 12th April 2017 in the Blue Room at the Community Centre.

Andrew Newton

Secretary Stonehaven Tolbooth Association

(Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Circulate new flyer for final approval	DC
Contact Matthew Alexander	AN
Reply to New Zealand inquiry	IB
Submit Open Doors Day forms	AN
Provide updated spreadsheet/'asset register' to CC and LC	DC
Issue instruction to volunteers regarding monitor.	CC
Reduce price on poor selling items	GS
Thank Shona Barclay	CC
