

**Meeting of the Stonehaven Tolbooth Association
Wednesday 12th April 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), Gordon Ritchie (GR), Andrew Newton (AN), Dennis Collie (DC), Gwynne Stewart (GS), Louise Coates (LC)

1 Welcome. The Chair welcomed everyone to the April meeting.

2 Apologies. Mary Sutcliffe (MS), Tom MacPherson (TM), Jim Bruce (JB), Clare Thomas (CT)

Absent. Ian Balgowan (IB)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 15th March 2017 were accepted after correcting a minor omission.

b) Matters arising

Action Points	Person	Action
Circulate new flyer for final approval	DC	Completed
Contact Matthew Alexander	AN	Done but no response so far
Reply to New Zealand inquiry	IB	In IB's absence no information
Submit Open Doors Day forms	AN	Done
Provide updated spreadsheet/'asset register' to CC and LC	DC	Done
Issue instruction to volunteers regarding monitor.	CC	To be actioned
Reduce price on poor selling items	GS	See Shop Report
Thank Shona Barclay	CC	Done

Action Points:

IB to follow up New Zealand inquiry

CC to issue instruction on Clock Tower monitor

4 Chair's report (Cressida Coates)

The museum's third wedding was held on 17th March and the wedding party were extremely pleased with the arrangements and wished to thank all involved in organising the event.

The April rota is now nearly complete although there is one vacancy for Sunday 23rd.

On 29th March a meeting was held at the museum with Craig Elliot and Saskia Gibbon (both from the Museum Service). This was a 'get to know you' meeting as both Craig and Saskia are new to their posts and both sides were positive about the discussions held and on DC's suggestion subsequent meetings will be held every 3 or 4 months unless there is an urgent problem.

5 Treasurer's report (Dennis Collie)

Since last meeting:

Income

wedding donation	£240.00
barrel donations	163.33
Clocktower donations	34.53
Gross sales	<u>76.80</u>
Total	£514.66

Expenditure

Land Train advert	£75.00
Flyers	60.99
2 Memory sticks	7.40
Glen Appin/S Design	<u>537.42</u>
Total	£680.81

Footfall has been circulated separately.

DC intimated that he will be on holiday until 6th May.

6 Secretary's report (Andrew Newton)

Alison Manson offered by email a collection of historical figurines to the museum and although the offer was accepted on 23rd March nothing has been heard since from the potential donor so we must assume that the offer has been re-considered.

The planning application is proceeding as planned with the survey from the Scottish Lime Centre delivered on scheduled; at the moment there is nothing coming out of the planning department that is giving STA any cause for concern. However, it is with deep regret that we note that Michael Gilmour (one of our two architects) died on 28th March. It is believed that his demise will have a minimum impact on STA as his son (Jamie), also an architect, is continuing the firm's collaboration with Dave Chouman.

AN met with representatives of Marine Scotland Science (MSS) with regard to the proposed display on Open Doors Day and MSS intend to utilise the Outer Courtyard and are investigating

the possibility of erecting a marquee for the day. JB's gazebo will be the fall-back position. It is now up to MSS to organise and staff their exhibition.

LC, DC and AN met with Willy Munro (WM), Karen McWilliam and Diane Strachan this afternoon to discuss the way forward for the Tolbooth extension once planning permission is granted. All agreed that STA needs to employ consultants/experts to write a robust business case and seek out the necessary grants from relevant funding organisations. WM was keen to create a 'Stonehaven package' which could cover funding for a number of potential projects that are beginning to loom over the horizon in Stonehaven. AN was a little dubious over this idea as the Tolbooth extension project is well under way whereas other projects are either still at the visionary stage or in a gestation state. The outcome was to make a pitch to the LEADER fund for a commissioned project for the Tolbooth extension but the project would have links to forthcoming new ideas. CC tabled a document created by Karen McWilliam and AN requested that comments from the committee should be fed back to himself by the beginning of next week in order to permit Karen to proceed. It should be emphasised at this stage that the success of the proposal is unclear; the main attraction is that as a commissioned project match funding is not required. We only have to convince LEADER! However, Aberdeenshire Council are being very pro-active on the proposal.

7 Curator's report (Louise Coates)

LC has received the spreadsheet from DC and she is ready to start updating the register.

LC has been in contact with Amanda Hoffman (the Aberdeen University placement) and she will be working at the museum on 22nd, 23rd, 29th and 30th April, Amanda will attend on other dates in May and June.

8 Clock Tower (Andrew Newton)

Nothing to report apart from the fact that reading the footfall counter can be difficult. AN will install a spotlight to illuminate the problem area.

Action Point:

AN to install a spotlight in cupboard.

9 Shop Report (Gwynne Stewart)

Rather than reduce prices (see Matters Arising) GS has returned to the suppliers the items that were not selling.

There was lively debate on the saga of 'The Ghost of Dunnottar Castle'. CC had been approached by the author and had agreed to stock 2 books on a sale or return basis; however, the author now claims that he had provided 10 copies and staff have traced 8 (one dog eared) in the museum. This episode highlights a lack of control and accountability of stock offered for sale by casual persons and procedures will have to be tightened. STA will consider returning other books and CDs which are also not selling.

10 Events (Clare Thomas)

CT has submitted information that the Guides would be visiting the museum on Tuesday 2nd May at 1930 hours. It is hoped that the Guides will undertake the 'senior' quiz during the visit. CC and GS offered to attend to help CT.

Stonehaven Ladies Probus club will visit the museum on Tuesday 6th June 2017 at 1715 hours until 1830 hours. GS, CC and BE volunteered to be on hand – expect about 30 visitors.

11 AOCB

1 After reading the latest *Tolbooth Times* Councillor Graham Clark contacted CC in order to congratulate STA on its efforts.

2 During her official duties CC met with a lady who works for the Wood Foundation and she offered to provide advice when STA starts the process of fund raising. The contact also suggested potential funders such as ONE, the MacRobert Trust and the Robertson Trust.

3 GR will review the SHS display boards on 16th April.

4 The problem over getting permission to change the lighting in the museum arose again and there is general feeling of frustration. The committee agreed to wait a few more weeks but then some sort of more direct action will need to be taken.

5 DC had ordered flyers from the printers but because the latter were a day late in delivering the stock they have given STA a £15 voucher. DC offers this voucher to anyone who is ordering print material.

6 DC bought an expanding frame at a recent auction. Although the front section is missing it may be possible to use in the museum. Inquiries to DC.

13 Date of next meeting

Wednesday 17th May 2017.

Andrew Newton

16th April 2017

Secretary Stonehaven Tolbooth Association

(Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Follow up New Zealand inquiry	IB
Issue instruction on Clock Tower monitor	CC
Install a spotlight in cupboard.	AN