

**Meeting of the Stonehaven Tolbooth Association
Wednesday 17th May 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), Andrew Newton (AN), Gwynne Stewart (GS), Louise Coates (LC), Jim Bruce (JB), Clare Thomas (CT), Mary Sutcliffe (MS),

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

2 Apologies. Tom MacPherson (TM), Bill Emslie (BE), Gordon Ritchie (GR), Dennis Collie (DC), Ian Balgowan (IB)

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 12th April 2017 were accepted.

b) Matters arising

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

Action Points:

CC to issue instruction on Clock Tower monitor

4 Chair's report (Cressida Coates)

CC had received a letter from Aberdeenshire Council (AC) intimating that STA could be charged for the use of rooms at the Community Centre but further investigation has revealed that STA will be able to use these facilities free of charge.

Completing the May rota has been a struggle and there are still a couple of vacancies. The rota will be re-circulated in the hope that the empty 'slots' will be filled.

CC will be on holiday from 8th June until 3rd July, consequently the June and July rotas will be circulated very soon. CT offered to act as co-ordinator during CC's absence.

An email has been received from Ailsa McIntosh offering to volunteer over the summer holidays and this offer will be followed up by CC.

Action Points.

CT to act as rota co-ordinator during CC's absence

CC to contact Ailsa McIntosh

5 Treasurer's report (Dennis Collie)

DC returned from his scheduled holiday and promptly seized the opportunity of another short holiday so was unable to attend this meeting. In his absence AN reported the following data for April:

Footfall – 3006

Income - Donations £758.12

Sales £892.19

Total £1,680.31

Expenditure was unknown

6 Secretary's report (Andrew Newton)

The offer of a collection of historical figurines to the museum has materialised (evidently they were originally in the possession of Bill Watt of the Inverbervie Kondit Bakery) and are now on display in the long case in the East room.

AN attended an Aberdeenshire Council arts and craft workshop at the Grassic Gibbon Centre but felt that there was no immediate benefit to the Tolbooth Museum. However, it was a useful exercise in 'networking'.

After months of pressure the AC electrical inspector finally visited the museum and approved the replacement of the existing track lighting system with a modern LED system on a like-for-like basis. We now await written confirmation of this decision.

The inaugural meeting of the Tolbooth Steering Group is to be held on Monday 22nd May and a report will be made at the next STA meeting.

Our architects are finalising the drawings of the proposed extension. At the same time they are addressing all the points raised by the representations made when the plans were originally lodged. All documentation should be with the planning department by the end of next week.

7 Curator's report (Louise Coates)

LC has met up again with Amanda Hoffman and reported that the inventory of artefacts in the Front and North rooms is complete. The East room inventory is about to be finalised. There are a few items that Amanda cannot trace and LC will review the register and provide advice on the missing items.

CC and LC will meet with Amanda on Friday as a 'half term report' has to be submitted to her tutor. The next stage is to expand Amanda's work into other areas. Suggestions welcome (see next para also).

Shona Barclay has offered to compose text on some artefacts but it is imperative that we agree on a common corporate identity. Perhaps this is an area for Amanda but DC should be involved as well.

GR reported that he has made progress with the Stonehaven Heritage photographs and hopes to have a new display shortly.

AN suggested a narrow panel facing the front door (basically where the magnet carousel is at the moment) and JB agreed to investigate.

Action Point.

JB to investigate possibility of a display panel facing the front door.

DC to oversee design of an agreed corporate identity.

8 Clock Tower (Andrew Newton)

The clock is still showing GMT time and this has been reported to Cheryl Roberts of AC.

The panoramic monitor has been reset.

JB complained about the dust coming from the interior walls of the Tower but the committee thought there was very little that could be done to ameliorate the problem,

9 Shop Report (Gwynne Stewart)

JB suggested selling car stickers displaying Stonehaven or the museum as he has recently had a few requests for such items. GS to investigate.

GS has received top up orders from Glen Appin and Sprint Design so the museum is now well stocked with tea towels and lapel badges.

A new supplier visited the museum and GS made an order for 'Stonehaven' mugs and pens.

A box containing 750 Lucky Dips has arrived at the museum and offers of wrapping are welcome.

There is a need to have prizes (cheap) for older children doing the museum quiz. All trustees are urged to think and provide suggestions.

10 Events (Clare Thomas)

There was a successful visit from a local Guide troop two weeks ago and the shop was extremely busy – well done Gwynne.

On Tuesday 16th May two Primary 2 classes from Arduthie School visited in the course of their project ‘Granny’s Attic’. Again very enjoyable but the volunteers required a rest after the event. A total of 72 visitors during the event.

CT is waiting for a response from Kaimhill school in Aberdeen who have made preliminary enquiries about a visit.

12 pupils from Aberdeen Grammar visited by default – they were due to visit the Castle but it was closed so the museum benefitted.

Stonehaven Ladies Probus will visit on 13th June.

11 AOCB

- 1) CT submitted a log of our Facebook page.
- 2) AN intimated that a re-write of the website was proceeding smoothly and it should ‘go live’ shortly.

13 Date of next meeting

Wednesday 14th June 2017. CC and LC tendered their apologies.

Dates of following meetings are: 12th July, 9th August and 22nd September (AGM).

Andrew Newton
18th May 2017

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

Summary of Action Points

Action Points	Person
Issue instruction on Clock Tower monitor	CC
Contact Ailsa McIntosh	CC
Investigate possibility of a display panel facing the front door	JB
Oversee design of an agreed corporate identity.	DC