

Meeting of the Stonehaven Tolbooth Association
Wednesday 14th June 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. Andrew Newton (AN), Clare Thomas (CT), Mary Sutcliffe (MS), Tom MacPherson (TM), Bill Emslie (BE), Gordon Ritchie (GR), Dennis Collie (DC)

1 Welcome. In CC's absence CT took the chair and welcomed the trustees to the June meeting.

2 Apologies. Ian Balgowan (IB), Cressida Coates (CC), Louise Coates (LC), Jim Bruce (JB), Gwynne Stewart (GS),

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 17th May 2017 were accepted.

b) Matters arising

Action Points	Person	Action
Issue instruction on Clock Tower monitor	CC	This action is still outstanding
Contact Ailsa McIntosh	CC	Completed
Investigate possibility of a display panel facing the front door	JB	Investigated and constructed
Oversee design of an agreed corporate identity.	DC	To be progressed by DC

Action Points:

CC to issue instruction on Clock Tower monitor

DC to oversee an agreed corporate identity

4 Chair's report (Cressida Coates)

Due to CC's absence there was little to report although CT stated that the June rota was now complete except for one day which still had one space. The July rota is starting to fill up and will shortly be re-circulated with the hope that it can be completed swiftly.

CT has renewed contact with Fiona Hill and will ensure that Fiona receives a copy of the July rota request.

Eilidh Latto has signed up to be a volunteer during June, July and August. CT has her email address.

5 Treasurer's report (Dennis Collie)

DC reported that between 17th May and 14th June the finances were as follows:

Income –	Main Box	£1148.95
	Dino the Dinosaur	24.85
	Sales	814.10

Total - £1987.90

Expenditure - £600.29 (for stock)

In addition STA has received a donation of £25 from Stonehaven Ladies Probus Club and £250 from Stonehaven & District Lions Club.

During May an unusual coin was discovered in the donation box and DC requested that TM highlighted this fact in the next addition of Tolbooth Times in case the donor wishes to re-claim the coin.

Action Point:

TM to highlight donation of unusual coin in next Tolbooth Times.

6 Secretary's report (Andrew Newton)

STA has received an invitation to attend a meeting on Wednesday 16th August (venue to be decided) as a precursor to the Open Doors Day in September. The invite has been circulated to all of the committee.

There are unexplained delays in our architects responding to Aberdeenshire Council's requests for further information concerning the planning application. AN has been assured that Dave Chouman is meeting with his fellow architects on Thursday 15th June and that the pace will be quicken.

Following on from the much delayed permission from the Council to change the lighting in the museum we had to seek a new quote – the previous one was months out of date – and the committee agreed to award the contract to RS COL Ltd of Gourdon. At this stage we are unsure whether the improvements can be undertaken on Tuesdays, when the museum is closed, or whether the museum will have to shut for a few days. DC to inform the successful bidder and arrange a work schedule.

AN has circulated a link to the revised web site and the committee approved making it available to the general public.

Action Point

DC to contact RS CLO Ltd

7 Curator's report (Louise Coates)

In LC's absence there was little to report. CT had been contacted by an individual who has offered to donate a gas mask, a WW2 kitbag and an old lawnmower. The committee were unsure of the appropriate nature of this offer, especially the gas mask and the lawnmower but CT will contact the individual expressing acceptance with some reservations. There is a possibility that JB may be interesting in displaying the lawnmower at his collection site.

GR has sorted out images for displaying on the SHS panels although some captions are still required. We need to remove the circular table currently in front of the panels and the flax thread tester needs to be relocated. GR will also consider placing more images on the new panel facing the front door. This will require the removal of some notices.

Action Point.

CT to contact potential donor of 3 items.

8 Clock Tower (Andrew Newton)

The clock is still showing GMT time but the Council have now identified the company with which they have a clock maintenance agreement and eventually the time should be reset to BST.

MS complained about the effort involved in moving the Clock Tower sign and BE offered to put wheels on the base.

Action Point.

BE to install wheels on the sign base.

9 Shop Report (Gwynne Stewart)

No report from GS but the committee noted the arrival of new stock in the shape of 'Stonehaven' mugs, Lighthouse pencils and blue china seals.

10 Events (Clare Thomas)

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

Stonehaven Ladies Probus Club visited on 13th June and by all accounts it was a successful visit with a total of 35 visitors on the evening. George Strange and Jim Bruce had previously entertained the Probus Club at their AGM with an illustrated talk. Well done to all concerned.

On 31st May Bucksburn school (special needs unit) visited and had a very enjoyable experience. Many of the pupils expressed a desire to return with their parents.

The local Dementia Group may be interested in visiting.

11 AOCB

GR informed the committee that SHS will shortly be publishing George Swapp's new book *The Streets of Stonehaven*. GR suggested that the museum was the most appropriate place for an evening launch and the committee agreed.

Questions were raised about the non-installation of new heaters due to concerns by the contractor of potential asbestos in the museum. AN will follow up.

There is an ongoing issue with keys to the museum. The current arrangement works well if the Harbour Hut is open but there have been occasions when the shop has closed early and this gives our volunteers difficulties in passing the keys to the next day's rota. AN to speak to Harbour Hut.

Action Points:

AN to seek clarification on asbestos situation

AN to speak to Harbour Hut re keys

13 Date of next meeting

Wednesday 12th July 2017. TM tendered his apologies.

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

Andrew Newton

15th June 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
Oversee design of an agreed corporate identity	DC
Highlight donation of unusual coin in next Tolbooth Times	TM
Contact RS CLO Ltd	DC
Contact potential donor of 3 items	CT
Install wheels on the sign base	BE
Seek clarification on asbestos situation	AN
Speak to Harbour Hut re keys	AN