

**Meeting of the Stonehaven Tolbooth Association
Wednesday 12th July 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), Bill Emslie (BE), Dennis Collie (DC), Cressida Coates (CC), Louise Coates (LC), Jim Bruce (JB)

1 Welcome. CC welcomed the trustees to the July meeting.

2 Apologies. Ian Balgowan (IB), Gwynne Stewart (GS), Tom Macpherson (TM), Gordon Ritchie (GR)

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 14th June 2017 were accepted.

b) Matters arising

Action Points	Person	Action
Issue instruction on Clock Tower monitor	CC	This action is still outstanding
Oversee design of an agreed corporate identity	DC	This action is still outstanding
Highlight donation of unusual coin in next Tolbooth Times	TM	To appear in next edition of Tolbooth Times
Contact RS CLO Ltd	DC	Done
Contact potential donor of 3 items	CT	This action is still outstanding
Install wheels on the sign base	BE	Done
Seek clarification on asbestos situation	AN	Done
Speak to Harbour Hut re keys	AN	Done

Action Points:

CC to issue instruction on Clock Tower monitor

DC to oversee an agreed corporate identity

CT to contact potential donor

4 Chair's report (Cressida Coates)

CC thanked CT for overseeing the rota for June and July.

The Chair also welcomed three new volunteers – Fiona Hill, Eilidh Latto and Maureen Cook.

Aberdeenshire have installed a new heater in the shop area after CC raised another request with Property Management.

The intruder alarm has been reset by the company responsible for the system and it is to be hoped that unexpected false alarms will cease.

Rosslyn Russell has requested the return of the book loaned to the museum which DC is reading at the moment. The book will be passed back to CC.

Jackie Innes (and Paul) wish to hold a commitment ceremony in the museum next year and will visit our premises on 15th September to review arrangements.

The August rota has been issued and Stonehaven Harbour Day is on 27th August.

During the annual Stonehaven Folk Festival the museum hosted a musical session by Jonny Hardie which was well received.

Action Point.

DC to return Rosslyn Russell's book to CC

5 Treasurer's report (Dennis Collie)

DC reported that between 16th June and 12th July the finances were as follows:

Income –	Donations	£920.98
	Sales	496.45
Total -		£1417.43

Expenditure - £1,330.36 (£1,300 for electrical work)

6 Secretary's report (Andrew Newton)

There will be an Open Doors Day on 16th September and as a precursor there will be a meeting on 16th August to enable the distribution of promotional material. The venue for the August meeting is still to be announced. Marine Scotland will be promoting their environmental monitoring programme in Stonehaven Bay and will measure up the Outer Courtyard for a dedicated marquee for the Open Day event.

An article has been posted on the museum's website in regard to the unusual coin found in the donation box.

We have received two sets of different brochures – one relates to the anchor displayed near the harbour slipway and the other is promoting the Aberdeenshire Coastal Trail. Both brochures are free and volunteers are to be encouraged to pass out to visitors.

Our Aberdeen University student is coming to the end of her placement; AN and DC have been in touch with her to arrange a final briefing to the Trustees and payment of her expenses.

The initial planning process has become drawn out and AN has contacted the principle architect to ascertain the exact stage in the process. Evidently the planning official is on annual leave but has indicated that he has no major concerns with the Association's plans and they are looking to make a decision by the end of August.

AN and DC have attended a Steering Group meeting which is driving forward the next stage of the extension project and initial feedback is encouraging as Aberdeenshire Council appear to be very keen on the development and a funding source has been identified for the next stage.

7 Curator's report (Louise Coates)

LC will meet with Amanda Hoffman before her return to the USA in order to receive the updated asset register and discuss any outstanding items.

8 Clock Tower (Andrew Newton)

The clock has under gone its annual routine maintenance and the clock and chime are now both using BST. Evidently the chimes are controlled by a computer in the ground floor cabinet whereas the clock face is controlled by a computer at the top of the tower.

An ingress of water was reported during a recent heavy rain storm and Aberdeenshire Council (AC) have investigated. No obvious signs of where the problem lies were discovered although the inspection made a recommendation to remove some excess vegetation and re-examine some of the pointing. This is an AC problem.

BE informed the meeting that the barometer appears to be stuck in the one position and that this has been reported to GR.

9 Shop Report (Gwynne Stewart)

The museum is selling calendars on behalf of the Open Air Swimming Pool on a no profit basis.

A further supply of T-shirts and pole shirts is required as we have a number of new volunteers.

10 Events (Clare Thomas)

The museum has already hosted two visits from the Babes in the Woods nursery and a further three are planned. The first two visits are regarded as a success.

11 AOCB

JB reported that the outside gutter surrounding the 'Office' extension was blocked and that he would clean it.

There have been further reports of vermin in the inner courtyard and CC will contact Environmental Health.

DC reported that Colin Conn of Fetteresso Terrace had offered a re-furbished mangle to the museum and JB offered to discuss the offer with Colin.

Action Points:

JB to clean gutter

CC to contact Environmental Health

JB to meet with Colin Conn

13 Date of next meeting

Wednesday 9th August 2017. DC, JB and MS tendered their apologies.

Dates of the next meetings are on 6th September with the AGM being held on 27th September.

DC also tendered his apologies for 6th September.

Andrew Newton

23rd July 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
Contact potential donor	CT
Return Rosslyn Russell's book to CC	DC
Clean gutter	JB
Contact Environmental Health	CC
Meet with Colin Conn	JB