

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 18<sup>th</sup> October 2017**  
**Community Centre**

## **Agenda**

- 1 Welcome
- 2 Apologies
- 3 Election of Office Bearers
- 4 Minutes of previous meeting
  - a) acceptance
  - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 Curator's report
- 9 Clock Tower
- 10 Shop report
- 11 Events report
- 12 AOCB
- 13 Future dates

## **Minutes**

**Present.** Andrew Newton (AN), Bill Emslie (BE), Dennis Collie (DC), Cressida Coates (CC), Louise Coates (LC) ), Mary Sutcliffe (MS), Jim Bruce (JB), Gordon Ritchie (GR),

**1 Welcome.** CC welcomed the trustees to the first meeting after the AGM.

**2 Apologies.** Gwynne Stewart (GS), Tom Macpherson (TM), Clare Thomas (CT),

**Absent.** Ian Balgowan (IB)

### **3 Election of Office Bearers**

The following elections were made:

Chair – Cressida Coates. Proposed by DC and seconded by BE

Treasurer – Dennis Collie. Proposed by CC and seconded by MS

Secretary – Andrew Newton. Proposed by CC and seconded by DC

There were no other nominations and the three office bearers were elected unopposed.

DC mentioned that it would be sensible to have some succession planning for the Treasurer's post and although there was no volunteer from the trustees attending it was suggested that GS should be approached as much of the finance is shop related.

### **4 Minutes of previous meeting.**

The regular September meeting was inquorate and consequently no decisions could be made at the time. This meeting addressed the minutes of 9<sup>th</sup> August.

Minutes of STA meeting 18<sup>h</sup> October 2017 – Approved 15/11/2017

a) **Acceptance.** The previous minutes of 9<sup>th</sup> August 2017 were accepted.

**b) Matters arising**

<b>Action Points</b>	<b>Person</b>	<b>Action</b>
Issue instruction on Clock Tower monitor	CC	Instructions will be issued in the update that will be sent to all volunteers in October.
Contact potential donor ??	CT	Situation unknown
Report possible fault with barometer	AN	Reported to GR who will follow up
Purchase new Visitor Book	CC	Done
Send dinosaur images to CC who will phase in new Hunt	AN	Done
Investigate alternative storage facilities	DC	Investigate and no alternatives found

**Action Points:**

CC to issue instruction on Clock Tower monitor

CT to contact potential donor ??

**5 Chair's report (Cressida Coates)**

There have been further reports of a rat infestation in the Inner Courtyard. The pest controller has investigated and he is of the opinion that the animals are feeding in a waste composting bin that has no base. This bin is used by the restaurant. Bait has been laid but this is only a short term solution. Head of AC's Environmental Control has been informed and she has requested a report from the pest controller.

CC has been in contact with Julie Forbes who wishes to become a volunteer.

**6 Treasurer's report (Dennis Collie)**

DC reported that in the period 10<sup>th</sup> August to 15<sup>th</sup> October the finances were as follows:

Income –	Donations	£2,133.54
	Sales	1,809.92

Total - £3,943.46

Expenditure –	Stock	£668.40
	Uniforms	174.00
	Lucky Dips	110.09

Total - £952.49

**7 Secretary's report (Andrew Newton)**

There is still no official word from the planning department concerning our application. Informal contacts suggest that there are no major issues but the official concerned is on 3 weeks holiday and a definitive answer cannot be expected before mid-November.

In parallel with the application STA is trying to arrange funding for a project manager but again progress is behind schedule as AC employees have yet to complete the job specification and the

offer-to- tender document. This is despite several reminders that the process has missed agreed timelines.

### **8 Curator's report (Louise Coates)**

Nothing to report

### **9 Clock Tower (Andrew Newton)**

The fault with the Fire Balls TV has still not been resolved. CC reported that Frances Swanston (Historic Asset Management Project lead) has taken over responsibility for the Clock Tower from Cheryl Roberts. AN will contact Frances about the enduring problem over the TV.

#### **Action Point:**

AN to contact Frances Swanston

### **10 Shop Report (Gwynne Stewart)**

Nothing to report.

### **11 Events (Clare Thomas)**

Dunnottar School are due to visit on 2<sup>nd</sup> November and CC, LC and BE are available to act as guides.

We have received a request from Arduthie School to visit sometime in November but no date has been agreed.

### **12 AOCB**

CC recorded her appreciation of DC's work in improving the layout of the office area. Also the fact that DC has sorted out the heating issues.

GR intimated that the Stonehaven Heritage Society (SHS) will host a book launch in the museum on Saturday 28<sup>th</sup> October at 1430 hours. The author is George Swapp who has spent many years researching the origins of Stonehaven street names and has now gone into print with the help of the Society. It is hoped that George, together with his daughter, will attend the event. GR will invite other members of SHS and Carol Kinghorn and inform the Leader. CC will contact all our volunteers.

GR is keen to extend the co-operation between STA and SHS and suggested that he and TM could discuss some sort of alliance between the two house publications – *Stanehyve* and *Tolbooth Times*.

Now that DC has renovated the office he has turned his attention to the shop area and reported that this requires a modest financial investment. The committee fully backed this request and DC will return with firm proposals and estimated costings.

#### **Action Points:**

GR to contact TM concerning links between the *Stanehyve* and *Tolbooth Times*

DC to look at shop re-design.

### **13 Dates of meetings for next 12 months**

15 November                      13 December (Christmas party)                      17 January                      14 February  
14 March                              11 April                      9 May                              17 June                              11 July  
1 August                              29 August                      26 September (AGM)

**Andrew Newton**  
**18<sup>th</sup> October 2017**

**Secretary**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

**A Scottish Charitable Incorporated Organisation (SC043279)**

### **Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Issue instruction on Clock Tower monitor	CC
Contact potential donor ??	CT
Contact Frances Swanston	AN
Contact TM concerning links between the <i>Stanehyve</i> and <i>Tolbooth Times</i>	GR
Look at shop re-design	DC