

**Meeting of the Stonehaven Tolbooth Association
Wednesday 17th January 2018
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 Future dates

Minutes

Present. Andrew Newton (AN), Bill Emslie (BE), Dennis Collie (DC), Cressida Coates (CC), Tom Macpherson (TM), Clare Thomas (CT), Ian Balgowan (IB), Jim Bruce (JB)

1 Welcome. CC wished a Happy New Year to all and welcomed the trustees to the first meeting of 2018.

2 Apologies. Mary Sutcliffe (MS), Louise Coates (LC) Gwynne Stewart (GS), Gordon Ritchie (GR)

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 15th November 2017 were accepted.

b) Matters arising

Action Points	Person	Action
Contact potential donor re gasmask, kitbag and lawnmower	CT	This action is now closed
Provide list of new volunteers to TM.	CC	CC will email TM with the updated list
Inform volunteers on location of stock for shop.	CC	The latest volunteer update, due to be issued later this month, will cover this point

4 Chair's report (Cressida Coates)

CC opened her report with comments on the sad loss of George Swapp and the impressive turnout of volunteers at his funeral, all wearing the famous red fleece.

CC confirmed that planning permission for the Tolbooth extension had been granted on 17th December and the committee wished to record their thanks to AN for all his work in progressing the application.

CC raised the point that the last meeting with Craig Elliot (manager of ACMS) was March 2017 despite an agreement to hold regular meetings with STA. CC will contact Craig in an attempt to fix a date in the near future.

Action Point.

CC to contact Craig Elliot

6 Treasurer's report (Dennis Collie)

DC reported that in the period 15th November 2017 to date the finances were as follows:

Income –	Donations	£459.54
	Sales	£577.50

Total - £1,037.04

Expenditure –	Stock	£344.33
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Total - £344.33

DC reported that the footfall for 2017 was 24,365. A magnificent achievement.

6 Secretary's report (Andrew Newton)

As mentioned previously George Swapp's funeral was held in the previous week and some 19 volunteers wearing the red fleece attended. George's family had indicated that any monies raised at the funeral would be split between George's favourite local organisations. After the funeral a cheque for £325 was given to AN with favourable comments about the 'sea' of red fleeces. AN tabled a draft 'thank you' letter and approval was given to send it to Mrs Swapp.

Following the granting of planning permission the next phase is an attempt to obtain funding for a project manager. In order to gauge the cost and level of interest in such a post it is necessary to advertise the position. AN had previously circulated a document and the trustees approved circulating the post publically via the web site, Face Book and personal contacts.

Marine Scotland had asked whether they had left a gazebo weight behind after the event in September but none of the trustees were aware of a 'spare' weight.

The next Steering Group meeting at Viewmount is pencilled in for 15th February.

DC has agreed to attend the inaugural meeting at Blairs on 18th January which aims to set up a local network of museums and heritage attractions

Offer of Black Book – see below.

Minutes of STA meeting 17th January 2018 – Approved 14/02/2018

7 Curator's report (Louise Coates)

In LC's absence CC reported that work on the inventory register is progressing and LC will be in attendance at the museum next Sunday to progress the register further.

AN has been offered an unbound copy of the Black Book of Kincardine. CC will ask LC to process the offer.

8 Clock Tower (Andrew Newton)

Thanks to the efforts of Douglas Cusine the barometer has been serviced. Evidently the major problem was that the sun had dried out the lubricant in the mechanism. The barometer has been re-lubricated but this will be an on-going problem and the barometer will probably need servicing every two years.

The TV is still malfunctioning and AN will contact Frances Swanson again over this matter.

The Fire Balls appear to have been a successful event and the Clock Tower was left in a decent state of repair after the celebrations.

Action Point.

AN to contact Frances Swanson with regard to Clock Tower TV

9 Shop Report (Gwynne Stewart)

No report

10 Events (Clare Thomas)

Two visits have been arranged:

- 1) Saturday 10th March. 15 French/Spanish students will visit at 1300 hrs. The museum will be open for the public so no additional guides are required.
- 2) Wednesday 21st March 24 pupils from P6 Dunnottar are expected. Time is 1030 hrs and CT, BE and TM volunteered. IB will be the reserve. CT will approach George Strang as pupils are always interested in the geological exhibits.

11 AOCB

Previously it had been agreed to combine the Tolbooth Times and the SHS magazine. However TM has encountered some technical difficulties and the new arrangement will not apply for the next issue of Tolbooth Times. CT provided TM with a contact which may result in resolving the technical problems and currently it is envisaged that the next but one issue of Tolbooth times will contain excerpts from the Stonehyve magazine as STA progresses towards a more integrated publication.

STA received a very favourable review on Trip Advisor and CT repeated it on the STA Face Book page where it is gained a number of good comments. CT asked whether anyone else would like to help run the Face Book page and CC will mention the request in the volunteer update.

CC reported that the Christmas party was a success and well attended.

There are reports that the heating system in the museum is temperamental and BE will check the electrics.

Action Points.

CC to seek volunteers to help run the Face Book page

BE to check electric heaters.

12 Dates of meetings for next 7 months)

14 February 14 March 11 April 9 May 17 June 11 July
1 August

Andrew Newton
18th January 2018

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Contact Craig Elliot	CC
Contact Frances Swanson with regard to Clock Tower TV	AN
Seek volunteers to help run the Face Book page	CC
Check electric heaters	BE