

**Meeting of the Stonehaven Tolbooth Association
Wednesday 14th March 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), Dennis Collie (DC), Cressida Coates (CC), Gordon Ritchie (GR), Mary Sutcliffe (MS), Louise Coates (LC), Bill Emslie (BE)

1 Welcome. CC welcomed everyone to March's meeting.

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

Absent. Jim Bruce (JB), Ian Balgowan (IB),

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 14th February 2018 were accepted.

b) Matters arising

Action Points	Person	Report
Contact Craig Elliot again	CC	CC has made a number of attempts to contact Craig but so far without result. Attempts will continue.
Discuss with GS situation regarding 2019 calendars.	IB	In IB's absence no report is available.
Discuss future format of publications	TM/GR	See under AOCB
Investigate offer from Amazon	AN	See Secretary's report
Investigate what funding options the Co-op offers	CC	Still to be progressed. Information has come to light about a similar scheme with Tesco and CC will investigate this option as well.
Monitor GDPR	GR	See under AOCB

Action Point.

CC to continue to try and contact Craig Elliot

CC to investigate funding opportunities at Co-op and Tesco.

4 Chair's report (Cressida Coates)

The museum is going into the 6 day opening schedule on 1st April and CC has concerns over the limited number of volunteers that are nominating themselves for rota duty. This might, on occasion, mean that a sole volunteer is on duty. Not a satisfactory state of affairs. The obvious solution is the recruitment of more volunteers but this is easier said than done. MS will place a request on Face Book and CC will explore the use of other media including 'The Leader'.

CC tabled the proposed new Dinosaur Hunt sheet and the committee agreed to proceed with the sheet. CC will contact one of our volunteers who has shown interest in making the standalone images that are scattered throughout the museum.

It was noted that the museum was not scheduled to open on 30th March (Good Friday) but BE volunteered and CC will seek another volunteer.

6 Treasurer's report (Dennis Collie)

DC reported that in the period 15th February 2018 to date the finances were as follows:

Income –	Donations	£121.16
	Sales	£ 68.00

Total - £189.16

Expenditure – Zero

6 Secretary's report (Andrew Newton)

AN has investigated the Amazon Smile project and the museum is on the list of acceptable charities; AN will register our interest once bank details and a recent bank statement are provided by DC.

As reported last month only one Expression of Interest was received for the project co-ordinator post and at the most recent Tolbooth Steering Group meeting potential funders stated that they could not consider this as adequate interest. They requested that an Invitation To Tender (ITT) be placed on www.publiccontractsscotland.gov.uk. This was done on 8th March with a deadline for submitting tenders of 4th April. Following on from the placement of the advert the P&J sought a comment from STA and this was duly provided. Whether an article appears in the newspaper is another matter.

At the Steering Group meeting STA was asked to re-apply for CAT – Stage 1. This was done and the Council quickly replied in the affirmative, together with the documentation for Stage 2. STP have been in contact to ask whether STA wished to sponsor the land Train for the 2018 season at the same price as last year and the committee agreed.

GS had asked whether STA could provide a link on its website to the Burnsfatherland Club and this was done. We are still waiting for the agreed reciprocation.

Unfortunately JB's personal situation means that he has to curtail his evening activities and as a consequence he is unable to regularly attend the monthly meetings. In order to keep JB 'in the loop' CC agreed to post out minutes etc. to JB's personal address.

Action Point.

AN to register with Amazon Smile on receipt of bank details etc.

CC to post documents to JB

7 Curator's report (Louise Coates)

Work on updating the asset register has been limited but the university year is coming to an end and then progress will resume.

It was reported that the mannequin is now re-dressed as a suffragette and is positioned beside the prison cell.

8 Clock Tower (Andrew Newton)

A representative from Aberdeen Visual attended on Saturday 17th February but was unable to access the TV due to the construction of the surrounding frame. The problem has been referred back to Aberdeenshire Council and the latter are now trying to trace the original installers.

AN will supervise a visit from local trainee planning officers on Wednesday 21st March.

9 Shop Report (Gwynne Stewart)

No report from GS.

GR reported that George Swapp's book (*Stonehaven Street Names*) has been reprinted and further copies are now available for sale in the museum.

10 Events (Clare Thomas) Report by email

The Arduthie School visits which were snowed off a couple of weeks ago have been rearranged for 20th March (Shona, Jim and Dennis) 24 children (P3/2) and 27th March (Tom, Bill, Shona and Jim) 29 children (P3). The visits are at 10am so maybe the keys should be picked up the day before?

The Dunnottar School visit (P6) is at 10.30 on Friday 23rd March. Tom, Bill, and me.

11 AOCB

1 Magazine format. Both GR and Tm have been working on a revised format and TM sent the following by email:

The latest issue is ready to go apart from an article on the upcoming schools' visits. Hoping to issue it in early April. Gordon, if you can send me your material I'll add it to make a combined version. Re the "supremacy" of which goes first, TT or Stanehyve, I propose to make two versions. One will be with Stanehyve first which I'll email to you Gordon for you to issue to your members and another with TT first sent to Cressida for ours. It's not a lot of work, it only takes a couple of minutes to rearrange the page order in Desktop Publisher and I think members of both organisations would appreciate seeing their own newsletter first.

2 Donations. GS has been given items from a charity shop which will have to be reviewed. Separately the museum has received a box of photographs and these should be reviewed for their historical importance of local events.

3 GDPR. GR has been reading the multiple documents associated with the new regulations and has arrived at the considered opinion that STA merely has to take two steps:

- Amend the volunteer application form so that it includes a data usage permission
- Draft and approve a policy on Data storage and usage.

GR will action these points.

3 Key. DC has discovered a ceremonial key in the till but there is no indication from whence it came. However, DC has undertaken some research and believes that it is the key presented to Lady Stonehaven, wife of the Governor General of Australia, on the occasion of her opening a Country Women's Association (CWA) restroom in Urana in December 1928.

4 Unusual Coin. In July 2017 a gold sovereign was discovered in the donation box. STA publicised the find as an 'unusual coin' and sought claimants to the coin. None have been forthcoming and DC suggested that now was the correct time to sell the sovereign and add the proceeds to STA funds. The committee agreed.

Action Points.

GR to amend/draft STA documents in regard to GDPR

DC to sell sovereign.

12 Date of meeting

11th April

Dates of meetings for next 4 months

9th May 13th June 11th July 1st August

Andrew Newton

16th March 2018

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Continue trying to contact Craig Elliot	CC
Investigate funding opportunities at Co-op and Tesco	CC
Register with Amazon Smile on receipt of bank details etc.	AN
Post documents to JB	CC
Amend/draft STA documents in regard to GDPR	GR
Sell sovereign	DC