

**Meeting of the Stonehaven Tolbooth Association  
Wednesday 11th April 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), Mary Sutcliffe (MS), Louise Coates (LC), Bill Emslie (BE), Clare Thomas (CT), Ian Balgowan (IB)

**1 Welcome.** CC welcomed everyone to April's meeting.

**2 Apologies.** Gwynne Stewart (GS), Tom Macpherson (TM), Gordon Ritchie (GR)

**Absent.** Jim Bruce (JB)

**3 Minutes of previous meeting.**

**a) Acceptance.** The previous minutes of 14<sup>th</sup> March 2018 were accepted.

**b) Matters arising**

<b>Action Points</b>	<b>Person</b>	<b>Report</b>
Continue trying to contact Craig Elliot	CC	Still no reply from Craig
Investigate funding opportunities at Co-op and Tesco	CC	The Co-op application is still to be pursued. The Tesco application is well in hand and just requires submission of STA's governing document.
Register with Amazon Smile on receipt of bank details etc.	AN	DC to supply AN with a Bank Of Scotland bank statement
Post documents to JB	CC	Done
Amend/draft STA documents in regard to GDPR	GR	On going
Sell sovereign	DC	To be actioned – CT mentioned that a coin buyer would be at the Belvidere on Thursday

**Action Point.**

CC to continue to try and contact Craig Elliot

AN to register with Amazon Smile

DC to sell sovereign

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

CC spoke about the problems of getting sufficient volunteers to man the museum during the six day week.

CC has emailed Meghean Logue and Vicky Shanks to ascertain whether they are still keen to become volunteers. STA has had an application from a 14 (nearly 15) year old to become a volunteer but sadly this offer has to be declined due to child protection regulations as volunteers must be 16 plus. This restriction will be made clear on the museum's Face Book page.

TM has sent the Spring copy of the *Tolbooth Times* to CC for comment. It also contains content from the *Stanehyve* magazine.

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

DC reported that in the period 14<sup>th</sup> March 2018 to date the finances were as follows:

Income –	Donations	£358
	Sales	£261

Total - £619

Expenditure – Zero

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

AN had previously circulated an invitation from Aberdeenshire Council (AC) for the museum and Clock Tower to participate in Open Doors day 2018. The committee agreed to accept this invitation.

AN has been approached by a member of a local Doric organisation enquiring about holding a Doric workshop (or other Doric event) in the museum. The committee agreed to give any formal approach a sympathetic hearing.

A new CAT1 application was made to the Council and STA has been informed that our proposal meets the required standard. We can now proceed to CAT2.

AN passed to DC the invoice for advertising on the Land Train in 2018.

After advertising for a consultancy on Public Works Scotland the STA has received 4 bids at roughly the same price. These bids will be evaluated by the Steering Group on 20<sup>th</sup> April and a contractor selected. This will enable STA to proceed to the next stage of applying for funding for phase 2 of the development project. AN to send DC's evaluation spreadsheet to CC.

**Action Point.**

AN to send evaluation spreadsheet to CC

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

LC will be in the museum on Friday 13<sup>th</sup> April and will review the Asset Register and bring it up to date.

The museum has been donated both documentation on a geographical project on Muchalls and £50 by Mrs Walshaw. LC will provide more information to AN who will then write a letter of thanks to the donor.

In a follow up to the Australian ceremonial key (March minutes) DC has been in touch with a representative of the Country Women's Association and is expecting more details about Lady Stonehaven and her work in Australia.

### **Action Point**

AN to write to donor of Muchall's project

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

It has been observed that the barometer appears to be stuck in the one position and this fact was reported to Douglas Cusine (Stonehaven Heritage Society). CT reported that an engineer has been in attendance this week and repairs are now on-going.

The problem over the inadequate functioning of the TV has been reported yet again to AC and STA are now promised a site visit by a joiner, a TV engineer and an AC representative on 1/2/3 May.

AN commented that looking at the footfall sheet there appears to be a number of days on which the Clock Tower is not opened. CC to remind volunteers in the next volunteer update.

### **Action Point**

CC to remind volunteers about opening Clock Tower

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

In GS's absence there is no report.

## **10 Events (Clare Thomas)**

BE mentioned that he had been approached by a member of Portlethen Academy teaching staff about a possible visit to the museum and CT will follow up.

We are getting low on dinosaur sheets but CC will provide on Friday.

CT wished to thank all the volunteers that had helped with the 5 different school parties (about 200 pupils) that had visited in last few weeks. Very exhausting but satisfying. DC enquired whether all the visits were being added to the footfall but CT assured the committee that this was being recorded somewhere.

## **11 AOCB**

1. The committee were informed that the Harbour Hut will be closing in October. This will mean re-thinking how to access the key to the museum. Several ideas were mooted.

2. The information on STA's Face Book page is creating interest and CT/MS were asked to highlight the age restriction on volunteers.
3. IB mentioned that Moira Marshall had offered to play the harp and/or recorder in the museum. CC will investigate further.
4. BE asked permission to display new posters about R W Thomson in the museum. Granted.
5. DC suggested displaying a 'mystery' object each month. It could be placed on a pedestal and visitors would be asked what its function was. No prizes but an interesting concept to be explored further.

### **Action Points**

**CT/MS** to mention volunteer age restriction on Face Book.

**CC** to contact Moira Marshall

### **12 Date of next meeting**

9<sup>th</sup> May

### **Dates of meetings for subsequent 3 months**

13<sup>th</sup> June      11<sup>th</sup> July      1<sup>st</sup> August

**Andrew Newton**

**13<sup>th</sup> April 2018**

**Secretary**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

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

### **Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Continue trying to contact Craig Elliot	CC
Register with Amazon Smile	AN
Sell sovereign	DC
Send evaluation spreadsheet to CC	AN
Write to donor of Muchall's project	AN
Remind volunteers about opening Clock Tower	CC
Mention volunteer age restriction on Face Book	CT/MS
Contact Moira Marshall	CC