

**Meeting of the Stonehaven Tolbooth Association
Wednesday 12th December 2018
Community Centre**

Agenda

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

Minutes

Present. Cressida Coates (CC), Bill Emslie (BE), Ian Balgowan (IB), Dennis Collie (DC), , Andrew Newton (AN), Gordon Ritchie (GR), Clare Thomas (CT), Gwynne Stewart (GS), Tom Macpherson (TM)

1 Welcome. CC welcomed the trustees to the final meeting of 2018.

2 Apologies. Mary Sutcliffe (MS), Jim Bruce (JB), Louise Coates (LC)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 21st November were accepted.

b) Matters arising

Action Point	Person	Action
Send asset register to DC and confirm receipt	LC	Done
Check new loan agreement against asset register	LC	Still outstanding
Check heater and lights etc.	BE/TM	See AOCB
Contact Men's Shed to ascertain whether any of their members wish to volunteer at the museum.	GR	Contact has been made and now awaiting a response from Men's Shed
Review position of safe key.	CC	CC reported to the trustees that, on balance, she believed that the safe should be re-located to a side door at the museum. AN to move safe by 22 nd Dec.
Liaise over next issue of house magazines	GR/TM	GR has completed the latest edition of <i>Stanehyve</i> magazine and is anxious to circulate to his members as they expect a December issue. TM will delay producing the <i>Tolbooth Times</i> until January as he wants to include some December data but it will include the <i>Stanehyve</i> text circulated in December.
Write to James Brown	CC	CC has been in contact with James Brown and the creels are now stored in the courtyard until April. An understanding has been reached that they will be removed before April if requested by STA.

Action Points.

LC to check new loan agreement against asset register

AN to move key safe.

4 Chair's report (CC)

The chair had little to report except that there were still vacancies in the December rota and that she would re-circulate the rota tomorrow (Thursday). At the same time the January would be circulated.

5 Treasurer's report (DC)

Income –	Barrel Donations	£105	
	Gross Sales	104	
	Clock Tower	17	(for Fire Balls)
	Total	£226	
Expenditure –	Fire Balls	£179	
	Stock	806	
	Legal	5445	
	Total	£6430	

At AN's request DC will check whether the legal cheque has been presented to our account.

Action Point

DC to check whether £5445 has left our account

6 Secretary's report

We have received a letter from the Lonely Planet Company informing us that the museum has been selected as one of the two visitor attractions in Stonehaven to be included in the 2019-2020 edition of the Lonely Planet Guide to Great Britain. They have provided a window sticker and access to digital copies of their logo. These will be used in our publicity.

7 Curator's report

LC is currently fully occupied with University work but will work on STA data during the forthcoming holiday.

8 Clock Tower (AN)

DC has managed to free up the coins sticking in the Perspex donation box and emptied the safe at the same time. All donations received in the box over this calendar year have been aggregated and a cheque for £178.74 issued to the Fire Balls Association.

9 Shop Report (GS)

New stock has been received from Glen Appin and a further supply of fridge magnets is expected shortly. The shop is now well stocked.

10 Events (CT)

Nothing to report.

11 AOCB.

Extension project - TM led a very rigorous and wide ranging discussion into the extension project and Ergadia's involvement in the project. The major concern was whether STA had carried out due diligence on the risks involved as this would be a very expensive project and would require considerable input from the committee and volunteers. By the end of the discussion a consensus had been reached that:

- a) the final stage (the capital build) did expose STA to considerable risk and these risks would have to be quantified and assessed very carefully before a commitment to the new build.
- b) the employment of Ergadia did not expose STA to any financial risk and whilst the amount of extra work for the committee in phase 2 was not quantified it was believed to be within acceptable limits at the moment. However, the level of commitment will be kept under review.

On the basis of the above STA will continue with the consultancy contract which is due to end in December 2019. The Trustees agreed to complete a Skills Audit questionnaire supplied by Ergadia and each Trustee will independently submit the form to Ergadia.

Lighting – BE and TM have replaced most of the bulbs and fittings. BE had to order a new fitting which has still to be installed. BE also acquired new tubes from Nickel & Dime at a discount rate. Thanks to the store.

Heater – the heater next to the range is suspect and might have to be replaced.

Credit card payments – CT mentioned that visitors sometimes offer to pay by 'plastic' but currently the museum has no such facility. AN stated that there is an organisation called *izettle* which may offer a solution. To be investigated?

Wedding dress – CC informed the committee that a 1965 wedding dress, plus dummy, have been donated and are currently stored in the large cupboard.

Leaflets – The 'leaflet lady' will contact CC in January in order to arrange access to the museum to refresh tourist brochures.

Action Point

Trustees to complete and submit questionnaire to Ergadia

12 Dates of meetings (All Wednesdays at the Community Centre at 1930 hours)

16th January 13th February 13th March 10th April 8th May
5th June 10th July

Andrew Newton

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
Check new loan agreement against asset register	LC
Move key safe	AN
Check whether £5445 has left our account	DC
Complete and submit questionnaire to Ergadia	Trustees