

Meeting of the Stonehaven Tolbooth Association
Wednesday 13th February 2019
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), Dennis Collie (DC), Andrew Newton (AN), Gordon Ritchie (GR), Jim Bruce (JB), Gwynne Stewart (GS), Mary Sutcliffe (MS)

1 Welcome. CC welcomed the trustees and gave apologies from four trustees.

2 Apologies. Ian Balgowan (IB), Clare Thomas (CT), Tom Macpherson (TM), Louise Coates (LC)

3 Minutes of previous meeting.

a) **Acceptance.** The previous minutes of 16th January were accepted.

b) **Matters arising**

Action Point	Person	Action
Confirm meeting with Craig Elliot	CC	CC, DC and AN met with Craig on 22 nd January
Request photographic evidence of ACMS crank	CC	On going
Liaise with CT over informing volunteers of extra visits.	CC	Completed

Action point.

CC to obtain photographic evidence of ACMS crank.

4 Chair's report (CC)

The annual footfall figures for those museums operating under the ACMS umbrella have now been published and again our museum is the top attraction. CC would like to thank all the volunteers for their dedication in maintaining the Tolbooth's position as the main attraction.

STA has a new volunteer (Alex Cormack) and he is currently deciding what days he can volunteer at the museum.

The March rota was issued today and volunteers are urged to offer their services on convenient dates.

5 Treasurer's report (DC)

For the period 15/01/2019 to 13/02/2019

Income –	Barrel Donations	£339
	Gross Sales	254
	Grants	10058
	Total	£10,651
Expenditure –	Stock	£87
	Admin	7
	Total	£94

DC reported that we had received £11.05 from Amazon as a result of members using smile.Amazon.co.uk when purchasing items on the internet. This site automatically donates a small percentage to the museum if chosen by the buyer as their charity. It would be useful to give more publicity to this method of giving in the *Tolbooth Times*.

Action Point.

TM to consider publicity in the TT regarding smile.amazon.co.uk

6 Secretary's report

The museum has been offered a 1960's wedding dress but the committee decided not to accept this offer due to concerns over storage and preservation.

STP have offered to publicise the museum on the Land Train and as the advert is at the same price as last year the committee decided to accept the offer.

None of the committee are interested in attending a Travel Trade workshop at Jury's Inn (Airport) on 5th March.

Aberdeenshire Council have provided advance notice that there will be a Doors Open Days event on 14-15 September. The committee agreed to participate.

AN asked whether the footfall was being recorded for private visits; this was especially important as there is an increase in such visits (see Events Report). DC thought that some visits were being recorded but we were missing others. The committee agreed that all such visits should be recorded on a separate Daily Record Sheet and placed in a poly bag as normal. CC will issue the protocol to all volunteers.

Ergadia had requested a workshop in February; initially on Wednesday 13th but it was pointed out this was inconvenient and a Friday is more convenient. However, no date has yet been confirmed and trustees are becoming concerned over the lack of information coming out of Ergadia. AN has requested an update from the project manager but there has been no response. A formal report from Ergadia is scheduled for 21st February and the situation will then be reviewed.

Action Points.

AN to decline offer of wedding dress

AN to place advert on Land Train

CC to issue protocol for recording private visitor numbers

7 Curator's report

No report.

8 Clock Tower (AN)

No concerns have been reported in the last 4 weeks expect that it is dusty. GS has done a sweep and undertaken a general house clean.

AN reported no progress on the proposed access agreement.

9 Shop Report (GS)

The shop is well stocked apart from one type of fridge magnet. GS has chased Sprint Design who apologised for the delay due to excess demand over Christmas.

GS sold one Stonehaven Attraction poster via Royal Mail and passed the cheque to DC.

10 Events (CT) by email

There are quite a few visits coming up in the next few months. I will need more volunteers for some of them. Some have not been publicised yet so perhaps you could put out a request for me please Cressida.

The other visit that we discussed last year is the potentially weekly visit by Globus Tours. I have been in touch with the organiser again and they hope to start on Tuesday 22nd May at 6pm. The tour guide will ask the passengers whether they want to make the visit and we will get about 24-48 hours' notice. They will want a phone number to contact and I am happy to give them mine but it might be best to have an alternative in case I am away. We will need a couple of volunteers each week I would have thought but I think it will only be for 30-60 minutes. Perhaps this can go on the regular rota. If I am to be the contact it would be helpful if I could have the phone/email for those volunteers so they can be cancelled if the visit isn't going ahead that week.

Upcoming visits are:

25th and 26th February 10.15am - Arduthie School P2a and P2b (Robert Burns event)
Bill Emslie, Tom McPherson, Gwynne Stewart and me - Monday
Douglas Samways, David Fleming and me - Tuesday

David is bringing the Burns bible from St James Church

10th March 2pm - Language Travel Tours (Spanish school students)
Fireballs and History of Stonehaven They may also do the quiz for older children so we will need extra copies
Gwynne, Garry Brindley and George Strang.

12th March 2pm - Mackie Academy
Class with interest in tourism. They may return in summer term when there are visitors in the building
George Strang and me so far. Another volunteer required.

Weds 27th March 11am - Dunnottar School P6 (Victorians)
I can be there but at least two more volunteers please.

5th June 1300-1500 - Bridge of Don 50+ Group (approx. 20 women)

Gwynne and George. The museum is open anyway so that may be enough with the regular rota.

28th May - George and Jim are visiting Invercarron to talk to the Arthritis Group

11 AOCB.

Video Player. TM has investigated the non-working of the DVD player and discovered that the drive belt is broken. Although it can be repaired TM's assessment was it would be cheaper to buy a new player. The committee concurred.

Stonehaven Heritage Society (SHS). GR reported that subsequent to the last STA meeting there have been two SHS meetings in order to try to attract more committee members but without a positive result. There will be a further meeting towards the end of February and if no new committee members come forward it will be proposed at the AGM on 24th April 2019 that SHS should be dissolved. Subject to OSCR approval the assets could be transferred to STA. However, there are a few technicalities to be resolved and as STA are keen to continue to uphold some of the work of SHS further discussions between the two organisations will be required once SHS has decided on its future. GR will report back again on 13th March.

Craig Elliot. The meeting with CC, DC and AN mainly revolved around renewing the Access Agreement. Craig was surprised that there was no formal lease and felt that he had to discuss the situation with the AC legal department. We live in hope.

Action Point.

CC to contact TM re purchase of a new DVD player.

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

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
Request photographic evidence of ACMS crank	CC
Consider publicity in the TT regarding smile.amazon.co.uk	TM
Decline offer of wedding dress	AN
Place advert on Land Train	AN
Issue protocol for recording private visitor numbers	CC
Contact TM re purchase of a new DVD player.	CC