

Meeting of the Stonehaven Tolbooth Association
Wednesday 10th April 2019
Community Centre

Agenda

- | | | | |
|---|-----------------------------|----|--------------------|
| 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), Clare Thomas (CT), Mary Sutcliffe (MS), Tom Macpherson (TM), Louise Coates (LC),

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

2 Apologies. Gwynne Stewart (GS), Jim Bruce (JB), Ian Balgowan (IB), Douglas Cusine (DCu)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 13th March were accepted.

b) Matters arising

Action Point	Person	Action
Request photographic evidence of ACMS crank	CC	Request submitted
Issue protocol for recording private visitor numbers	CC	Ongoing
Source A3 folders	JB	Folders now in museum
Agree procedures for Globus tours at April meeting	Committee	See 'Events'
Contact OSCAR re name change/addition/etc.	GR	See 'AOCB'
Seek agenda clarity from Ergadia.	AN	Done

Action points.

CC to issue protocol for recording private visitor numbers.

4 Chair's report (CC)

CC offered her thanks to TM for publishing the Spring edition of the *Tolbooth Times*. Recent publications have also included the *Stanehyve Magazine* but on this occasion TM had erroneously believed that the latter had ceased publication. GR explained that there will at least one further publication and CC agreed to circulate this edition via the STA emailing list.

The April rota is out and there are only a couple of days which need filling – Wednesday 17th and Sunday 21st.

Action Point.

GR/CC to collaborate in circulating final (?) publication of *Stanehyve*.

5 Treasurer's report (DC)

For the period 13/03/2019 to 10/04/2019

Income –	Barrel Donations	£500
	Gross Sales	260
	Total	£760
Expenditure –	Display case	£100
	Total	£100

6 Secretary's report

Ergadia has arranged another meeting with STA on Friday 12th April to give an update on progress. Representatives from NESFLAG and Aberdeenshire Council have also been invited but unfortunately they are all on leave.

Our Access Agreement with the Council expired on 31st March and although they were notified on 22nd January a signed copy of a new agreement was only received by AN on 30th March. Unfortunately this is a brand new agreement and there have been no prior discussions over its content. This is disturbing as there a number of inaccuracies in the document which probably void it as a legal document and it failed to give STA any security of tenure. GR has also reviewed the document and the Trustees agreed that AN should contact Craig Elliot and ask for a review.

Marine Scotland Science (MSS) has been in touch requesting that they participate in Doors Open Day at the museum; their theme will be acoustic sounds generated by mammals in Stonehaven Bay. AN to invite MSS to participate.

A new website (www.stunningstonehaven.co.uk) which promotes Stonehaven has been launched by Stonehaven Business Association. Originally STA were invited to join for a fee but the latest communication to STA indicates that a fee is no longer required and the museum has an extensive listing on the site.

The Scottish Government has provided Aberdeenshire Council with £3,286,000 to spend on Town Centre Improvements during the financial period 2019/20. The local group is asking for ideas and AN will submit a proposal on digital giving.

Action Points.

AN to contact Craig Elliot re Access Agreement

AN to invite MSS to participate in Doors Open Day

AN to submit a proposal to Stonehaven Town Centre Improvement Group

7 Curator's report (LC)

No report.

8 Clock Tower (AN)

No report

9 Shop Report (GS)

No report.

10 Events Report (CT)

Since the March meeting there has been one visit from Dunnottar Primary 6 which went very well. The volunteers hosted 20 well behaved children.

Up and coming events include:

1. A visit from SWI on Thursday 11th April. CC, JB and Shona Barclay will be in attendance.
2. Bridge of Don Over 50's Group will visit on Wednesday 5th June. This is an afternoon visit during opening hours but GS and George Strang will be available as extra staff.
3. On Monday 9th September we are expecting 53 members of the Friends of the Norwegian Maritime Museum to attend. More details nearer the event.

Wednesday 22nd May sees the start of potentially weekly visits from Globus Tours. These will occur between 1800 – 1900 hours. CT is the main point of contact but AN will be the 'back up'. CC to create a separate volunteer rota for the evening work.

Action Point.

CC to create an evening rota for Globus Tours

11 AOCB.

Stonehaven Heritage Society (SHS). GR updated the Trustees on the Society situation. The AGM is scheduled for 24th April and a resolution to wind up the organisation has been tabled. If the resolution is approved final confirmation will be sought from OSCR. Following on from the March meeting GR has investigated a change of name for the STA and the procedure is fairly straight forward. The Trustees have to table a new name at STA's AGM in September, gain a 2/3 majority and then complete a 7 page document. Subsequently this has to be approved by OSCR. However, at the moment there are no obvious new names and the Trustees will have to take soundings among its members whether they wish to change the name and, if so, to what.

Gordon Ritchie. GR informed the Trustees that he was retiring as a solicitor and his office space would soon be occupied by others. Consequently he has to remove all items stored there. These include boxes of postcards and copies of previous SHS publications. GR is donating the postcards to the museum for free and suggesting an individual price of £1 for the books. Thanks Gordon.

Display Panels. GR also suggested that he purchase new display panels before the demise of SHS and these will be used to extend the collection of SHS photographs on display in the museum.

Storage. The museum struggles to store all the material that it owns and finding additional space is a constant theme. GR and BE agreed to use their personal network and contact local individuals who may be able to help.

Colonel William Farquhar. CC has received communications from a Ian McGregor who is keen to promote the life and achievements of Colonel Farquhar who was a key individual in the founding of Singapore. CC will contact Ian to explain that we have limited space but perhaps he could consider booking a display window at the local library.

Donation of 2 prints. DC informed the committee that Ken Muir would visit the museum shortly and donate 2 prints.

Retaining volunteers. MS informed the committee that a workshop on recruitment motivation and retention of volunteers would be held at Viewmount next week.

Ideas to promote the museum. Following on from the previous point MS and CT aired ideas on how to promote the museum. These included items such as:

- Harp recital
- Spinning wheel demonstration

CT and MS will hold further discussions.

Feedback. CT is actively seeking feedback from schools that have organised private visits to the museum.

Wedding. STA has been approached to permit a wedding party of approximately 40 guests to use the museum as a 'holding' area from 1700 hrs on Saturday 25th May until they can gain access to the Tolbooth restaurant at 1900 hrs. The couple have offered to make a donation. After some discussion the Trustees agreed to open the museum but on the basis of a hire at £35 per hour.

Infestation. BE reported that he had yet again seen rodents in the Outer Courtyard and that they are encouraged by the lack of a suitable hygienic waste disposal system by the restaurant. BE will send several images to CC. The latter is at a loss as to what further steps can be taken as she has reported the problem to Environmental Health on several occasions and discussed it with a pest control contractor. However, CC will take further advice once she has returned from leave.

Location of stock. BE requested that a register of where individual items of stock are located be compiled as he was recently unable to sell some items to a visitor due to a problem in locating said stock. (Found later after the visitor had departed).

Action Points.

Committee to seek opinions on a change of name.

GR/BE to investigate storage options.

CC to contact Ian McGregor.

MS/CT to discuss how to promote the museum

CC to contact wedding couple with the STA offer.

BE/CC to decide on infestation action.

GS to compile stock location list.

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

8th May

5th June

10th July

Andrew Newton

13th April 2019

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
Issue protocol for recording private visitor numbers	CC
Collaborate in circulating final (?) publication of <i>Stanehyve</i> .	GR/CC
Contact Craig Elliot re Access Agreement	AN
Invite MSS to participate in Open Doors Day	AN
Submit a proposal to Stonehaven Town Centre Improvement Group	AN
Create an evening rota for Globus Tours	CC
Seek opinions on a change of name	Committee
Investigate storage options	GR/BE
Contact Ian McGregor	CC
Discuss how to promote the museum	MS/CT
Contact wedding couple with the STA offer	CC
Decide on infestation action.	BE/CC
Compile stock location list	GS