

**Meeting of the Stonehaven Tolbooth Association
Wednesday 7th August 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), Andrew Newton (AN), Louise Coates (LC), Ian Balgowan (IB), Douglas Cusine (DCu), Dennis Collie (DC), Jim Bruce (JB), Gwynne Stewart (GS), Mary Sutcliffe (MS).

1 Welcome. CC welcomed the trustees and apologised for the late cancellation of the July meeting due to a number of apologies and the fact that CC and LC were stranded in Newcastle.

2 Apologies. Gordon Ritchie (GR), Clare Thomas (CT), Tom Macpherson (TM)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 12th June were accepted.

b) Matters arising

Action Point	Person	Action
Compile stock location list	GS	GS explained that all items were in the cupboards and drawers in the shop area. Although the cupboards' contents are not listed on the doors the drawers are labelled. CC will advise volunteers that all stock is located in the shop area.
Arrange a suitable date for the QAVS presentation	GR	Done
Investigate interest bearing accounts	DC	DC reported that he had investigated a number of bank accounts and although some accounts gave a slightly higher rate of return these financial organisations were not well known and he preferred to go with the Skipton BS.
Obtain permission to use Dunnicaer video	TM	Done
Apply for membership of KDP	AN	Done
Write a letter of thanks to Mrs Masson	AN	Done
Consider new ways to display books that are for sale	GR	Outstanding
View storage area and access at Granary	JB/BE	Concerns were expressed whether the Granary would only be a temporary

		measure and consequently STA would have to find another storage area in the near future. It was decided to 'pass' on this offer. However, investigations will be made into the potential of using a storage location in Connors. At the same time BE will ask Keith Hunt whether any of his properties close to the museum are available.
Contact potential volunteers and parents/guardians	CC	See Chair Report
Submit an application to the Co-op Community Fund	DC	Done. Funding decision in October.

Action Points.

CC to inform volunteers that all stock is located in shop area.

GR to consider new ways to display books.

BE to speak to Keith Hunt

The committee instruct **Dennis Collie** to open an interest bearing account in the name of Stonehaven Tolbooth Association with the Skipton Building Society and lodge in that account a sum of money after taking into consideration the instant access funding required for the daily financial needs of the Association.

The account will be operated by:

Cressida J Coates (Chair)

Dennis W Collie (Treasurer)

Andrew W Newton (Secretary)

With signatures from any 2 of 3 for all transactions.

4 Chair's report (CC)

The QAVS was presented to the organisation by Mrs Carol Kinghorn on Friday 5th July. The event was well attended and enjoyed by all. The presented award is currently held by CC but will be placed in a museum display cabinet sometime this week. BE will investigate lighting and JB will ensure that the cabinet is secure. A copy of the original certificate will be made and also placed in the cabinet.

The committee want to make the award an all-inclusive event and the company that produced the crystal award has been in touch with the offer of a 'scaled down' version for individual volunteers. Because the success of the museum is built on the work of the volunteers the committee felt that each volunteer should be contacted and offered this award memento as a gesture of thanks for their hard work. The cost will be borne by the Association.

CC has contacted the 5 volunteers that 'signed up' at the Volunteer Fair but only 2 have since come forward. Both have provided consent letters from their parents/guardians and will be placed on the rota as and when safety issues are addressed.

Sunday 25th August is Harbour Day and the rota is already complete for that day.

Action Point.

CC to contact all volunteers regarding QAVS memento.

5 Treasurer's report (DC)

Due to the cancellation of the July meeting DC's report covers the period 12th June to 7th August..

Income -	Barrel Donations	£ 2081
	Gross Sales	1465
	Grants	3960
	Gift Aid	107
	Total	£7613

Expenditure -	Expenses	394
	Ergadia	1650
	Admin	267
	Stock	1526
	Uniforms	70
	Total	£3907

DC has purchased a card reader from Goodbox and although there are a few teething problems it could be a valuable addition to the museum once operating issues are resolved.

6 Secretary's report (AN)

The June minutes reported that drafts of two documents had been supplied to Aberdeenshire Council concerning - (1) to deal with the tenancy of the Tolbooth and (2) an operational agreement with the Museum Service. After 11 weeks we are still awaiting a response although the Council has now requested a sight of our insurance documents. This delay is unwelcome as NESFLAG (our funder) is now insisting on a lease before releasing further funds.

The good news is that the Council have now confirmed that fire safety is their responsibility and the reported failures will be given a high priority – their words, not mine!

Dunnottar Wine cancelled their event in the Outer Courtyard at short notice with no definitive reason.

Dr Walter Stephen contacted the museum asking whether we had a display of the 1749 baptism and also whether we were aware of the life of Patrick Geddes. Geddes was born in Ballater and it is known that he spent two months in Stonehaven in 1879 before moving on to become the foremost proponent of urban planning. Dr Stephen is president of the Patrick Geddes Memorial Trust and currently writing a book about Geddes. The museum will receive a copy once it is published.

Discussions with Ergadia are ongoing. They have obtained £15K from the Architectural Heritage Fund to employ consultants to cost out repairs to the complete Tolbooth building and we are now awaiting a lease from the Council (see first paragraph) and permission from the Council to access the whole property before progressing. Ergadia have suggested 4 work streams with a leader for each stream. The topics are:

- Business Planning
- Liaising with the appointed architects
- Review the collection and establish methods of display
- Outreaching and events

DCu proposed contacting a Mike Walton, who has a track record in the building industry, for item 2.

Action Point.

DCu to contact Mike Walton

7 Curator's report (LC)

LC stated that work in progress continues and has been taking more images and updating the register.

8 Clock Tower (AN)

The sound and 'looping' on the video had failed but both items have now been rectified. Thanks to TM.

9 Shop Report (GS)

New stock has arrived. Most importantly the fridge magnets of Dunnottar Castle and Stonehaven Harbour, for which there is a heavy demand, have finally arrived after a six week delay. GS also reported the arrival of new cotton bags and new wooden bookmarks.

GS has also acquired more Lucky Dips and passed them around the committee for wrapping.

10 Events Report (CT) – by email

During July the museum had visits from:

Mill O Forest Primary (twice)

Nursery at Inverurie

Babes in the Wood

Visits have been arranged by BE for Wednesday 7th and Thursday 8th August.

No word of the Norwegian visit in September but CT will chase this one.

11 AOCB.

Lucky Dips. A volunteer has highlighted the damage that plastic is causing to our environment and wondered if the Lucky Dip prizes, which are plastic, should be replaced with more suitable items, e.g., wooden toys, paper certificates etc. This provoked a lively debate revolving around suitable rewards, cost, the environment etc. One of the issues was that we have just bought a new stock of Lucky Dips and these will take a while to work through the museum system. The committee decided to continue with the plastic Dips for the moment but are mindful of the situation and will consider the way forward.

AGM. This was scheduled for September but has been moved back to 2nd October.

7th August. This was expected to be a normal opening day and during it BE and TM replaced 3 LED bulbs. However, unbeknown to the museum a National Geocache Convention is being held in Aberdeenshire this week and as the museum is the location for one Geocache and one Lab Cache the museum was inundated with visitors. Thanks to JB, BE, TM, DC and Marjory Edward for coping with 424 visitors in one day!

Signage. DCu mentioned the lack of signage in the vicinity of the museum. He highlighted suggested areas for improvement:

- Clock Tower
- Toilets
- Boardwalk
- Cool Gourmet and Old Pier eateries
- The post with the missing sign near the slip way

DCu and IB will investigate further and offer solutions.

MS will place museum leaflets in the library.

Action Points.

DCu/IB to consider ways in which to improve signage.

MS to place leaflets in library

12 Date of next meeting (Wednesday at the Community Centre at 1930 hours)

11th September

AGM – 2nd October (venue to be decided)

Andrew Newton

8th August 2019

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
In form volunteers that all stock is located in shop area.	CC
Consider new ways to display books.	GR
Speak to Keith Hunt	BE
Open account at Skipton	DC
Contact all volunteers regarding QAVS memento	CC
Contact Mike Walton	DCu
Consider ways in which to improve signage.	DCu/IB
Place leaflets in library	MS