

# **2025 AGM of the Stonehaven Tolbooth Association**

**Wednesday 17<sup>th</sup> September 2025**

**Stonehaven Community Centre**

## **Agenda**

- 1. Welcome and Registration of Attendees**
- 2. Previous AGM Minutes**
- 3. Report from the Chair**
- 4. Report from the Treasurer**
- 5. Election of new Trustees**
- 6. A.O.C.B.**

## **Minutes**

**Present.** Dennis Collie, Cressida Coates, Andrew Newton, Anthony Dodd, David Fleming, Diane Fleming, Liz Ritchie, Mary Sutcliffe, Jean Skinner, Shona Barclay, Donald Mitchell, Douglas Cusine, Clare Thomas, Neil Smith

**Apologies.** Louise Coates, Lindsay Petrie, Gordon Ritchie, Amy Calderwood, Christine Western, Karen Smith. Cllr Sarah Dickinson

### **1 Welcome**

Cressida Coates welcome all the attendees to the 13<sup>th</sup> AGM of the Association.

### **2 Previous Minutes**

The minutes of the last AGM, held on 2<sup>nd</sup> October 2024, were circulated after that meeting to those attending and were approved without correction or amendment on 15<sup>th</sup> November 2024.

### **3 Chair's Report (Cressida Coates)**

Good evening and welcome.

Many thanks for taking the time to attend the Annual General Meeting of the Stonehaven Tolbooth Association.

So here we are....

At our annual general meeting it is customary to report and reflect on the previous year 2024/2025. To champion our triumphs, vent our frustrations, to which there have been many and look towards the future.

Before I continue with my report, I would like to take a moment to mention Ian Balgowan who we sadly lost in February of this year. He was a well-respected volunteer, Trustee of the museum and friend to many. He always had time for everyone. Ian is sadly missed by all.

You may have seen in the museum the portrait of Ian which was gifted to the museum by a local artist.

To our new volunteers we welcome you on board and hope that you will find your time with us enjoyable.

As a gentle reminder at this point we will be moving to our winter hours as of 1<sup>st</sup> October 2025. Saturdays and Sundays and the time will be 1230 – 1530. In school holidays we will open additional days.

To make it easier for volunteers to access the rota we introduced a different procedure about six months ago. Using Google Docs (if that is the right term) and creating a link we open said link and type in your name on the date and then just close.

I should at this point say thank you to Louise who does the technical bit (she knows how useless I am). There have been one or two issues but hopefully they have been resolved.

We held a couple of information days for volunteers and will strive to keep these going as they are a way of meeting fellow volunteers especially through the winter months and gives us the chance to have a chat about various happenings or any topic volunteers would like to chat about.

At last year's AGM it was reported that we were issued with a Decision Notice in respect of our CAT application and we had until 31<sup>st</sup> January 2025 to make a firm offer for the property as outlined in the Decision Notice. There are still ongoing issues to be addressed with the Local Authority. Hopefully these will be sorted sooner rather than later.

The renovation of the courtyards is complete, and they look fabulous. Hopefully this space can be utilised by other community groups etc.

The doors have all had a new coat of paint.

It has been another successful year for events at the Tolbooth.

Globus Tours returned for another successful year of visits. There are still a few dates left and hopefully they will indeed return in 2026.

Other events or organisations which we hosted: -

Pillar Kincardine  
Maryculter Scouts  
Creative Writing Workshop  
The Critter Keeper  
Story Telling – Pauline Cordiner  
Lace Makers

We will of course be taking part in the Annual Aberdeenshire Open Doors weekend which is 20th & 21st September 2025.

Our pub quiz is Friday 24<sup>th</sup> October 2025 at The British Legion. Information will follow as to where to purchase tickets etc.

To those who make these events possible, their time and hard work we say thank you.

There has been some steady progress on the collections. The panels on Dunnottar Castle were erected. Photographs have been changed. A new display of 'Agates' has been established, concentrating on local 'Agates'. Video of Cowie Foreshore is up and running.

During the winter months will give us the opportunity to develop the collections.

Our shop is still very well maintained, and locally produced goods are popular.

Our quarterly publication *Stanehyve Tolbooth Times* is still going strong and a continued success. As always, our thanks to Gordon and Liz for all their hard work that goes into producing this.

In this information technology world that we live in our Social Media profile is very important. These platforms are maintained and give valuable information about all things Tolbooth Museum and we thank those who are involved in this.

Clock Tower keeps plodding on. We will keep opening the Clock Tower when we have two volunteers on duty but there are still one or two issues which have been reported to the Local Authority so it is down to them to address these.

As we look towards the future what can we improve....

Make sure all our visitors have a good experience.

Involve volunteers with various projects for example collections where we need to compose information to go along with the exhibit. Call on your expertise

Keep on promoting the Tolbooth Museum, the newly renovated courtyards so they can be used for various events.

Encourage becoming a volunteer.

Keep the volunteer information days going.

Keep refreshing displays.

Keep the lines of communication between us all open.

As I come to the end of my report I would like to say 'thank you' to each and every one, for all the hard work and time that goes into organising events, producing the publication, maintaining our social media platforms, keeping the shop stocked. To those who have their eye on the ball for any funding that may be available.

Finally a sincere thank you to everyone who gives their time to opening the doors of the Tolbooth Museum for visitors, without those doors being opened well... for your continued support and commitment.

Thank you to my fellow trustees for all the hard work over the years.

Thank you.

## 4 Treasurer's Report (Dennis Collie)

### Stonehaven Tolbooth Association Treasurer's Report Apr 2024 to Mar 2025

#### Activity Summary

days open	223		
annual footfall	17,393	average daily footfall	78

#### Financial Summary

<u>Income</u>	<u>this</u>	<u>last</u>	<u>Notes</u>
Bank Interest	2,958.07	1,971.15	
Gift Aid from HMRC	3,361.19	-	
Funding - Aberdeenshire Council	25,315.20	-	1
Awards, Sponsors etc	960.00	300.00	
Minor Donations (in-house)	7,992.69	6,546.90	
Donations @ events	-	372.27	
Cash Sales	5,184.00	3,948.41	
Card sales/donations	4,329.68	2,545.01	
Events/Hires	484.00	648.00	
<b>Total Income</b>	<b>50,584.83</b>	<b>16,331.74</b>	

<u>Expenditure</u>	<u>this</u>	<u>last</u>	
Admin/Misc expenses	301.61	1,104.47	
Website	58.87	58.87	
AGM, meeting expenses	139.40	-	
Volunteer uniforms	112.50	-	
Donations/grants	40.00	-	
Display materials/furniture	833.86	-	
Exhibits/artefacts	-	213.98	
Stock for sales	4,274.78	3,136.93	
Lucky dips	12.89	-	
Shop equipment/furniture	-	4.50	
Courtyard work	45,141.58	8.99	1
Insurance, H&S	189.24	510.38	
Legal, architectural etc	-	750.00	
Cost of events	226.83	322.00	
Conferences/workshops etc	-	52.50	
<b>Total Expenditure</b>	<b>51,331.56</b>	<b>6,162.62</b>	
<b>Trading Profit/Loss</b>	<b>- 746.73</b>	<b>10,169.12</b>	2

#### Balances Summary

##### Opening Balances

Savings account b/f	85,997.53	
current account + cash b/f	46388.38	
<b>Total Funds b/f</b>	<b>132,385.91</b>	3

##### Closing Balances

Savings account c/f	88,955.60	
current account + cash c/f	42683.28	
<b>Total Funds c/f</b>	<b>131,638.88</b>	3

**Dennis Collie**  
**(Treasurer) Aug 2025**

## Notes

<p>1 &amp; 2 &amp; 3: Council funding was intended to cover 80% of the original quote for the courtyard work , so we anticipated having to pay a proportion from our own funds (approx £7k). However as work progressed, we found additional items that needed to be done, or were beneficial to be done.</p> <ul style="list-style-type: none"> <li>- extended drainage and additioal power points to future proof.</li> <li>- the planned wooden gate was replaced by metal to match the main gate, plus hand rail</li> <li>- and we used the original paving instead of new, plus work to the intermediate wall</li> </ul> <p>So in the end , including the 20%, we paid almost £20k from our own funds. A small amount is still due from the Council when the building transfer is completed.</p> <p>We benefited from free architectural services from John Aitken.</p> <p>Therefore, despite this overspend, the final profit/loss for the year is just a £746 loss which I think is a healthy result considering the expenditure.</p> <p>Total funds available is down by the amount of the loss, but there is still a healthy balance</p>
<p>Positives:</p> <p>Most other items show an improvement: either increased income, or decreased expenditure.</p>
<p>Thanks to Alison Robertson for efficiently examining the accounts, and to Andrew for completing the OSCR returns.</p>
<p>finally thanks to all thr volunteers - without you there would be no finances to report.</p>

The floor was invited to ask questions on the finances but with none forthcoming the accounts were approved by default.

## 5 Election of new Trustees.

The constitution states that a third of the Trustees have to stand down at each AGM; on this occasion Douglas Cusine, Andrew Newton, Lindsay Petrie and Clare Thomas, who had all been elected in 2022, stood down but indicated that they were willing to stand again. Liz Ritchie had previously intimated that whilst she would remain as a volunteer she would be stepping down as a Trustee at this AGM. The demise of Ian Balgowan in February means that additional vacancy exists.

Before moving to a vote Cressida Coates wished to voice her, and the committee's, deep appreciate of all the work that Liz Ritchie has done for the museum. The shop has been a great success and the museum's presence on social media has been greatly enhanced under Liz's direction. Liz's decision to remain as a volunteer is welcome but her presence on the committee will be missed. Thank you, Liz.

Nominee	Proposer	Seconder
Douglas Cusine	Cressida Coates	Clare Thomas
Andrew Newton	Cressida Coates	Mary Sutcliffe
Lindsay Petrie	Cressida Coates	Neil Smith
Clare Thomas	Cressida Coates	Mary Sutcliffe
Lorna Collie	Cressida Coates	David Fleming

The Trustees for 2025 – 2026 are:

<b>Trustee</b>	<b>Year Elected/Re-elected</b>
Cressida Coates	2023
Louise Coates	2023
Dennis Collie	2023
Lorna Collie	2025
Douglas Cusine	2025
Andrew Newton	2025
Lindsay Petrie	2025
Gordon Ritchie	2024
Neil Smith	2024
Mary Sutcliffe	2024
Clare Thomas	2025

This leaves one vacancy that has the potential of being filled by a co-option.

## **6 A.O.C.B.**

Clare Thomas mentioned that the annual quiz night would be held at the British Legion on 24<sup>th</sup> October and posters and tickets (price £5 per person) are now available. Although tickets can be bought at the door on the night the preference is for advanced ticket sales as this allows for management of catering and capacity.

Clare also raised the possibility of creating a WhatsApp group. While the digital rota is a significant improvement on the previous ‘round robin email’ system there are problems over communications if Cressida is not available. Setting up a WhatsApp group would aid solving any last minute rota problems, especially if Cressida is not available. After a discussion it was agreed that this could be a positive step forward and Clare offered to create such a Group.

There are two caveats:

- It will be completely voluntary
- **It will not be a ‘chat’ group.** It will be primarily for last minute amendments to the rota or a significant announcement, e.g., closure due to weather.

There being no further questions or comments from the floor the meeting was closed at 2000 hrs.

Andrew Newton  
Secretary STA  
18<sup>th</sup> September 2025