

# 2020 AGM of the Stonehaven Tolbooth Association

Tuesday 23<sup>rd</sup> March 2021  
(By Zoom – courtesy of Liz Ritchie)

## Agenda

- 1 Welcome and Registration of Attendees
- 2 Previous AGM minutes
- 3 Chair's Report
- 4 Treasurer's Report
- 5 Trustee resolution
- 6 Election of new Trustees
- 7 AOCB

## Minutes

**Present.** Andrew Newton, Cressida Coates, Louise Coates, Dennis Collie, Clare Thomas, David Fleming, Mary Sutcliffe, Diane Fleming, Liz Ritchie, Gwynne Stewart, Gordon Ritchie, James Paterson, Fiona Westland, Colin Davies, Marjory Edward, Douglas Cusine, Donald Mitchell, Ian Balgowan, Graham McIntosh, John Godsman, Alex Lees, Dawn Black, Bill Emslie, Freda Adams, Russell Adams, Ron Strachan, **The Penguin (is there another name for the Penguin?).**

**Apologies.** Cllr Sarah Dickinson, Lindsay Duncan, Shona Barclay, Rosalind Russell, David Swankie, Ros Marshall, Tom Carnie, Aileen MacKenzie, John Stevenson, Keith Arbuthnott, Diane May, Malcolm Ritchie, Lachlan MacBean, Lorna Nicoll, Cllr Ian Mollison, Jenny Jones, Jim Savage, Jean Skinner, Jim Bruce.

### **1 Welcome.**

Cressida Coates welcomed all the attendees to the first ever Zoom AGM which covered the period 2019 – 2020. The AGM was due in October 2020 but had been delayed due to the corona virus.

### **2. Previous AGM minutes.**

Cressida Coates explained that the minutes of the previous AGM had been circulated immediately after the last AGM and had been approved by the members attending. A copy of these minutes had been re-circulated along with the invitation to this AGM. It is hoped to continue with this practice with the current AGM as the minutes can be approved whilst events are still fresh in Members' minds and not have to wait 12 months for approval. No questions arose from the floor concerning these minutes or the approval protocol.

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

As you all know it is traditional for the Chair to provide a report on what has occurred throughout previous year, but before I do that, I would like to take this time to mention George Strang who sadly passed away last week and Bill Abernethy who passed away last November. They were both great supporters of the Tolbooth Museum and valued members who will be greatly missed by all who knew them. Our thoughts are with their families.

To say that it has been a funny ol' time of late is an understatement, and I will endeavour to bring you up to date as to what we have been able to achieve within these constraints over the last year or so.

Going back to the end of 2019 we were able to attend some 'Business Breakfasts' which were organised by Dave Ramsay and held at Lathallan School. These sessions enabled us to meet up with other organisations within the Voluntary Sector to discuss various ways in which we could assist each other.

We had a good 2019 Christmas Party where we were able to come together for a catch up.

2020 started off in the usual way. We were contacted by Stewart Aitken from our local Co-op in January 2020 as we had been selected as a Co-op Cause for Stonehaven. In the interim Stewart had contact with Dennis and latterly with Gordon coming on board to discuss ways and means of any money, which was awarded to the Tolbooth, could be used.

Then of course came the news that we were all heading for 'Lockdown' and life as we knew it was put on hold.....

In this period of uncertainty, we still had to keep any eye on the Tolbooth, and Andrew became the 'checker'. As with everything there is always some form that the Local Authority want you to complete and Andrew was our man.

The default position was that the Tolbooth would remain closed until when we didn't know.

There was a glimmer (although small) of normality coming for the summer 2020 when restrictions seemed to be easing and with that in mind and following Scottish Government guidelines, we nurtured the fact that we could reopen the Tolbooth.

Our first date would be 25th July 2020. Andrew & Dennis sourced all the materials required to enable us to reopen on that date and this was funded by a grant from Museum Galleries Scotland which Andrew and Dennis had obtained.

We had a minimal number of visitors and all worked well.

Could it be we were returning to some form of normality?

We did manage to keep the Tolbooth open, albeit at weekends for some time in August, September, October, November and December but sadly came the news again we were entering this current lockdown and the Tolbooth had to close and remains closed until further notice.

We, as the Stonehaven Tolbooth Association, have managed to have meetings via Zoom and these commenced in November last year and my thanks to Liz who organises these.

Both Claire and Liz have been instrumental in promoting and keeping our fingers on the pulse of social media. Our Instagram Account was launched a few weeks ago and has a number of followers and our Facebook page reaches more and more folk.

The Stanehyve publications have still been on-going throughout and thanks go to Gordon and Liz for all their hard work on the production of these.

Louise, our Curator has been taking photos of the exhibits throughout the Tolbooth and updating the information that we have.

It is with regret that Gwynne Stewart is stepping down from her role as 'Shop Co-ordinator' and I would like to take this opportunity to thank her for all her hard work over the years maintaining the stock and all that goes with that.

The sale of 'Stonehaven Shops' by Donald Mitchell has proved very popular indeed.

Minutes of AGM 23<sup>rd</sup> March 2021 – Approved by circulation 30<sup>th</sup> April 2021

So, what do we hope for the future: -

I can only think of one thing 'OPEN'.

To be able to welcome visitors to the Tolbooth.

Enhance the visitor experience.

Improve on communication between all of us volunteers and members.

We have all experienced difficult times of late and the hope is that better times are on the way.

To that end I would like to take this opportunity to voice my sincere thanks to each and every one for their continued valued support and commitment, to the Tolbooth Museum and Clock Tower.

To my fellow Stonehaven Tolbooth Trustees my grateful thanks for all the work they undertake.

Thank you.

#### **4. Treasurer's Report (Dennis Collie).**

I am reporting on the annual accounts for the financial period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020. Normally I produce hard copies for all to view at the AGM but because this is a virtual meeting Liz has kindly shared my screen, which provides a financial summary, with all attendees. (A hard copy is provided as an annex to this report)

The summary is in 5 sections, each with a total line highlighted in yellow. Within each section there are columns to show the core museum amounts, amounts for restricted activities, total yearly amount and the corresponding total from the previous year.

Restricted activities are where the funds are reserved for a specific activity – the best example is where we collect donations in the clock tower but those donations must go to the Fireballs Association. The other restricted area this year is the Extension project.

The most significant item is the transfer of £47,571 from the Heritage Society when that organisation closed down. If the Heritage Society funds are excluded the Association made a 'profit' of £14,226 in the year under examination. £60,000 has been lodged in an interest bearing account.

There were no questions from the floor and the accounts were accepted.

#### **5. Trustee Resolution**

During the covid-19 lockdowns the Scottish Government has permitted the relaxation of the rules for charities holding virtual meetings; however, this dispensation ends on 31st March 2021. It is hoped that normality will return shortly but in order that STA can hold future meetings virtually, if required, the Trustees propose the following resolution to be voted on by members at the AGM.

*The Constitution shall be amended by addition of new Clause 10A as follows-*

*10A The Board may decide that any Meeting of the Members or the Board need not be held at any particular place, and may be held and any votes may be permitted to be cast, by electronic means or any other means.'*

The resolution was passed unanimously.

## **6 Election of new Trustees.**

The constitution states that a third of Trustees have to stand down at each AGM. Gwynne Stuart had previously indicated that she wished to stand down and as Cressida Coates, Louise Coates and Dennis Collie had been elected 3 years ago they intimated that they would also stand down although they were prepared to stand for re-election. Graham McIntosh indicated that he was prepared to stand. There were no other candidates so accordingly the following four individuals were elected:

Cressida Coates	Proposed by Andrew Newton	Seconded by Mary Sutcliffe
Louise Coates	Proposed by Dennis Collie	Seconded by Liz Ritchie
Dennis Collie	Proposed by Cressida Coates	Seconded by Douglas Cusine
Graham McIntosh	Proposed by Douglas Cusine	Seconded by Gordon Ritchie

The elected trustees for 2020 – 2021 are:

<b>Trustee</b>	<b>Year Elected/Re-elected</b>
Ian Balgowan	2017
Jim Bruce	2017
Cressida Coates	2020
Louise Coates	2020
Dennis Collie	2020
Douglas Cusine	2019
Andrew Newton	2019
Gordon Ritchie	2017
Liz Ritchie	2019
Mary Sutcliffe	2017
Clare Thomas	2019
Graham McIntosh	2020

## **5. AOCB**

The meeting was then opened to the floor.

*Dawn Black* informed the meeting that she had completed the archiving of Stanehyve Magazine and a separate spreadsheet had been created with an index to all articles. The finished products will be passed to Gordon Ritchie. On a separate issue Dawn inquired whether the previous commitment by STA to donate £100 to the Clan Lighthouse project was still valid. Dennis Collie affirmed and requested payment details.

*Clare Thomas* offered to update information about the museum on the Stunning Stonehaven website.

*Ian Balgowan* asked whether Jim Bruce received hard copies of the minutes as Jim has limited IT skills. Cressida Coates assured Ian that Jim receives hard copies and follow up phone calls.

*Diane Fleming* asked whether there was any news when the museum might re-open after the covid-19 lockdown. Cressida replied that the latest information from the Scottish government was, data permitting, all museums could re-open as from 26<sup>th</sup> April. Cressida will monitor the situation and keep volunteers informed.

With no further AOCB the AGM closed at 2015 hours.

Andrew Newton  
Secretary STA  
30th March 2021



**Stonehaven Tolbooth Association**  
**Accounts Summary prepared for 2020 AGM**  
**for Financial Year ending 31st March 2020**

<b>Income</b>	<b>Core Museum</b>	<b>Extens'n</b>	<b>Fireballs</b>	<b>Total Amount</b>	<b>Previous Year</b>	<b>Notes</b>
Bank Interest				-	-	
Gift Aid from HMRC	2,729	-	-	<b>2,729</b>	162	
Funding - Aberdeenshire Council	-	-	-	-	68	
Awards, Sponsors, Donations etc.	47,701	7,425	-	<b>55,126</b>	11,318	1
Minor donations etc.	10,043	-	42	<b>10,084</b>	8,301	
Gross Sales	7,670	-	-	<b>7,670</b>	7,205	
eCard Sales/Donations	686			<b>686</b>		
Events/hires	480	-	-	<b>480</b>	150	
<b>Total Income</b>	<b>69,309</b>	<b>7,425</b>	<b>42</b>	<b>76,776</b>	<b>27,204</b>	

<b>Expenditure</b>	<b>Core Museum</b>	<b>Extens'n</b>	<b>Fireballs</b>	<b>Total Amount</b>	<b>Total Amount</b>
Admin/misc. expenses	1,339	-		<b>1,339</b>	76
Web site	49	-		<b>49</b>	46
AGM and other meeting expenses	606	186		<b>793</b>	-
Publicity & advertising	160	-		<b>160</b>	150
Volunteer uniforms	70	-		<b>70</b>	216
Donations/grants	-	-		-	179
display materials/furniture	113	-		<b>113</b>	213
exhibits/artefacts	-	-		-	-
Bank charges	-	-		-	50
Stock for sales	4,363	-		<b>4,363</b>	3,677
Lucky dips	474	-		<b>474</b>	475
Shop equipment etc.	-	-		-	14
Wages				-	-
Insurance, H&S etc.	338	-		<b>338</b>	-
Legal/Architectural etc.	-	9,900		<b>9,900</b>	6,600
Conferences/Workshops etc.	-	-	-	-	-
<b>Total Expenditure</b>	<b>7,512</b>	<b>10,086</b>	<b>-</b>	<b>17,598</b>	<b>11,696</b>

<b>Annual Trading Profit/Loss</b>	<b>61,798</b>	<b>2,661</b>	<b>42</b>	<b>59,178</b>	<b>15,508</b>
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<b>Balances Summary</b>	<b>Total Amount</b>	<b>Total Amount</b>
<b>Cash &amp; Bank b/f</b>	<b>44,945</b>	29,436
<b>Profit/Loss</b>	<b>59,178</b>	15,508
<b>Balance c/f</b>	<b>104,123</b>	44,944

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**Notes**

- 1) £ 47,571 from Heritage Society
- 2) £60,000 in savings account