

Meeting of the Stonehaven Tolbooth Association
Wednesday 16th January 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), Louise Coates (LC)

1 Welcome. CC welcomed the trustees to the first meeting of 2019 and extended a Happy New Year to all.

2 Apologies. Ian Balgowan (IB), Clare Thomas (CT), Gwynne Stewart (GS), Tom Macpherson (TM), Mary Sutcliffe (MS)

3 Minutes of previous meeting.

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

b) Matters arising

Action Point	Person	Action
Check new loan agreement against asset register	LC	Done but see Curator's report
Move key safe	AN	Completed
Check whether £5445 has left our account	DC	Confirmed money left account
Complete and submit questionnaire to Ergadia	Trustees	Completed by all trustees that wish to submit

4 Chair's report (CC)

The January rota has been completed.

STA has a new volunteer (Murray Marshall) and CC has already guided him through the protocols when he attended his first day of duty at the museum.

CC wished to thank TM and GR for the work in producing the latest joint house publication and whilst on the subject CC reported that she had received feedback from Councillor George Carr (a recipient of the magazine) in which he recorded his appreciation of the STA's efforts and asked that his appreciation to be passed to all volunteers.

STA is coming to the end of the existing Access Agreement with Aberdeenshire Council and this now needs to be re-visited. CC has been in touch with Craig Elliot of the Museum Service and Craig

has proposed a meeting at the museum on Tuesday 22nd January at 1400 hrs. CC to confirm the date and time.

Action Point.

CC to confirm meeting with Craig Elliot.

5 Treasurer's report (DC)

For the period 12/12/2018 to 15/01/2019

Income –	Barrel Donations	£450
	Gross Sales	403
	Total	£853
Expenditure –	Stock	£211
	Admin	12
	Total	£223

6 Secretary's report

We have received the donation of a copy of the eleventh edition (dated 1968) of the Dunnottar Castle Guide Book.

A shop in Banchory is closing down and all shop fittings are up for sale. JB viewed what is on offer and although he was impressed with the range and quality of some of the display cases he had reservations on the safety of the glass used as none appeared to carry the required kite mark. Nevertheless he has reserved 2 wooden units and 1 small glass case and has options on others. None of the units will be available until the end of February.

Ergadia had asked the committee to complete an options appraisal form in regard to the proposed extension but AN felt that the questions posed would not truly reflect the steps taken over the last 4 years and had written a narrative instead. The committee agreed to send the latter to Ergadia.

7 Curator's report

LC has reviewed documents relating to loans from Aberdeenshire Council Museum Service (ACMS) to the museum and discovered a number of discrepancies as many of the loans are recorded as being returned to ACMS yet they re-appear in the latest loan list. The opportunity will be taken to raise this issue with Craig Elliot at the next meeting (Tuesday)

DC mentioned that ACMS are claiming that they received the wrong crank when the spare was uplifted from JB. We acknowledge that ACMS received the wrong counter but the correct crank was uplifted. CC to ask Craig Elliot to provide photographic evidence of the ACMS crank on Tuesday.

Action Point.

CC to request photographic evidence of ACMS crank.

8 Clock Tower (AN)

The Clock Tower was checked out after use by the Fire Balls Association and was deemed to be tidy and free of damage although the area would have benefitted from a sweep out.

Frances Swanson (Aberdeenshire Council) has been in touch with regard to formalising an agreement between the Council and STA for operating the Tower. She had provided an old draft agreement

which is now entirely inappropriate; AN has provided a new draft agreement and is awaiting a reply from Frances. Negotiations will be on-going.

9 Shop Report (GS)

In GS's absence there was nothing to report.

10 Events (CT)

Arduthie School has requested a visit on 26th and 27th February and the committee felt that in order to acquire the correct number of volunteers such requests should be circulated to all volunteers. CC will liaise with CT over the procedure.

Bridge of Don Over 50s club are interested in a visit in either April or June.

Action Point

CC to liaise with CT over informing volunteers of extra visits.

11 AOCB.

Lights. BE reported that he and TM had replaced the faulty lights in various cabinets. BE offered to investigate the report of a 'dead' bulb and two flickering bulbs in the overhead lights in the North room.

Stonehaven Heritage Society (SHS). GR reported that two of its post holders are retiring and it is becoming more and more difficult to identify individuals willing to take on additional responsibilities within SHS. Given this situation there will be discussions within SHS on the organisation's future – there are probably a number of possibilities and GR will come back to STA at our February meeting with a preferred option.

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

13th February

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
Confirm meeting with Craig Elliot	CC
Request photographic evidence of ACMS crank	CC
Liaise with CT over informing volunteers of extra visits.	CC