

Meeting of the Stonehaven Tolbooth Association
Wednesday 11th September 2019
Community Centre

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Clock Tower
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Future dates

Minutes

Present. Cressida Coates (CC), Bill Emslie (BE), Andrew Newton (AN), Louise Coates (LC), Dennis Collie (DC), Mary Sutcliffe (MS), Clare Thomas (CT)

1 Welcome. CC welcomed the trustees to the last meeting before the AGM.

2 Apologies. Gordon Ritchie (GR), Tom Macpherson (TM), Ian Balgowan (IB), Douglas Cusine (DCu), Jim Bruce (JB), Gwynne Stewart (GS)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 7th August were accepted.

b) Matters arising

Action Point	Person	Action
Inform volunteers that all stock is located in shop area.	CC	Done in last volunteer update
Consider new ways to display books.	GR	Outstanding
Speak to Keith Hunt	BE	Ongoing
Open account at Skipton	DC	See Treasurer report
Contact all volunteers regarding QAVS memento	CC	One email sent out but with a limited response. CC will send out a second, and last, request
Contact Mike Walton	DCu	Done and meeting held
Consider ways in which to improve signage.	DCu/IB	Some signage set up and more work in progress
Place leaflets in library	MS	Leaflets now in Library, Town Hall, Waterfront Bar, Belvidere and Caravan Site

Action Points.

GR to consider new ways to display books.

BE to speak to Keith Hunt

4 Chair's report (CC)

We have a number of new volunteers. Beth Lumsden, Fiona Westland and Aileen King have taken a couple of shifts. Naimh Weir has been placed on the rota but failed to turn up. STA have also had an application from Tara Small but there may be a problem in finding suitable time slots as she has another job.

Saturday 14th September is Doors Open Day and we have received the necessary packs from Aberdeenshire Council. CC will contact JB to ascertain whether he needs any help to erect the gazebo.

The Harbour Day was a great success with 1061 visitors. Thanks to all the volunteers and to JB for his stall in the Courtyard.

Action Point.

CC to contact JB regarding the gazebo for Saturday.

5 Treasurer's report (DC)

Normally DC reports the financial situation for the dates between the last meeting and the present meeting. However, with the advent of the card reader the settlement date for digital transactions runs approximately 7 days behind the current date. In order to accommodate this delay in payments made by the card DC has changed the accounting period to the whole month prior to the meeting.

Income/Expenditure 1st to 31st August.

Income -	Barrel Donations	£ 3180
	Card Donations	5
	Cash Sales	2712
	Card Sales	192
	Grants	130
	Total	£6219
Expenditure -	Expenses	10
	Ergadia	2970
	Admin	29
	Lucky Dip	127
	Web site	46
	Total	£3182

The card reader has filled a gap that we had in our financial services to the public but there have been a number of operator errors as the volunteers get used to the new system. DC calculates that sales of £37 have been lost by not completing the transaction process. CT suggested that a demonstration of the new reader is provided at the AGM. This will be actioned.

DC intimated that he has had difficulties in opening an account with Skipton BS as staff were unable to fully understand their own official guidelines. However, DC believes that he has succeeded in educating them and the application has now been passed to HQ.

DC is also trying to change the PayPal account on the website but again there are some technical difficulties. DC and AN to resolve.

Action Point.

Committee to demonstrate card reader at AGM.

DC/AN to resolve PayPal problem.

6 Secretary's report (AN)

The negotiations over a new lease/licence/tenancy continue. At a meeting with the Council on 24th May it was agreed, at the Council's suggestion, that the contract should be split into two components - (1) to deal with the tenancy of the Tolbooth and (2) an operational agreement with the Museum Service. At this meeting the Council also agreed to amend the lease from one year to a three year rolling agreement. After 14 weeks we have received a response indicating that a 3 year agreement was not possible as it breaches the Council policy on CATs and only a 1 year deal is on the table. This is rather strange as we can't find any such reference in the Council's published policy and so far STA has not applied for stage 2 of the CAT. A further complication is that the Council will only discuss with our appointed solicitor (otherwise a breach of legal ethics). We have not appointed a solicitor to act for us although we have received legal advice. After correspondence with the head of the Council's legal department we have been promised (1st September) a revised tenancy document but so far nothing has been received. AN wondered how committed the Council is to providing an agreement.

The operational agreement suffers a similar fate. A draft MOU was sent to Mintlaw on 14th June and nothing was heard until 30th August when they agreed with the draft. Everything seemed in place on 1st September to sign but at the last moment they suggested that a clause should be inserted regarding complying with their environmental guidelines. As these appear rather draconian and 90% of the artefacts on display are owned by STA AN objected. Nothing heard from Mintlaw since.

CC, DC and AN had a meeting with Ergadia on 30th August and it did not go well. STA has been concerned for a while with the apparent lack of progress and, when taken together with the change in direction that Ergadia advised after their assessment that the 'grand scheme' was not feasible, the steering group had become concerned over the lack of financial viability. At the meeting we highlighted that Ergadia had failed to:

- To provide any plans for extra income
- Produce a business case
- Conduct a stakeholder survey

Milestones for points 2 and 3 had been agreed to be actioned for the beginning of 2019. The response was that Ergadia would not create a business case – it was up to STA – and they had nothing to consult the stakeholders about at the moment. Where upon the steering group terminated the contract verbally. In response Ergadia presented us with a pre-written (that says it all) letter of resignation citing difficulties with STA and the Council. The contract is now dead. The original funding was £59,750 and we have spent £14,850, leaving a balance of £44,900 available. Our principle funder (NESFLAG) has been informed and they are keen to continue in some form but we need to have a serious discussion with them on the way forward. In parallel AN will discuss the situation with Paul Higson of the North East preservation Trust.

STA had been in the process of running a visitor survey as part of the Ergadia contract but although everything was ready to start the termination of the contract voided this action. However, Ergadia did table a proposal to continue the survey at a cost of £1,650. The committee felt that we had now missed our peak season and the proposal was rejected.

The committee also had some discussion on the merits, or otherwise, on pursuing a CAT. At the moment STA has only completed stage 1 but the Council has sent us the documentation for stage 2. Whilst a successful CAT would give us greater security of tenure there are considerable annual costs. CT recommended that this discussion should be deferred until all trustees were able to join in the discussion.

In a separate development DCu had contacted Mike Walton and a meeting held in which Mike gave some valuable advice and offered to help to drive the project forward. AN appreciated this offer of help but would step back from any additional personal workload.

Action Point.

AN to contact Paul Higson

AN to discuss with NESFLAG

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)

No problems over the last month.

9 Shop Report (GS)

GS had sent her apologies so there was no shop report.

AN reported that the shop has sold out of the Pebble Activity booklet but customers were still asking to buy a copy. AN had tracked down the original manuscript and re-formatted the document. CC agreed to produce some hard copies to sell at £3 per copy.

Action Point

CC to produce hard copies of Pebble Activity booklet.

10 Events Report (CT)

The visit by Friends of the Norwegian Maritime Museum occurred on Monday 9th and the museum was crowded by 56 enthusiastic Norwegians. The visit seemed to go well and the museum received a generous donation.

Three days later there was the regular a visit from the Globus tour and compliments were paid on the quality and quantity of information provided for individual artefacts.

MS and CT have arranged a quiz night at the British Legion for Friday 4th October with all profits going to the museum. A fun night and all are welcome. CC will print flyers and tickets.

Action Point.

CC to print quiz flyers and tickets.

11 AOCB.

Lucky Dips. The issue of these prizes was re-visited in the light of environmental concerns and the committee agreed to stay with plastic prizes for the moment but CT offered to investigate alternative, more environmental friendly prizes at a similar cost.

Display Cabinet. BE mentioned that he was re-wiring the electrics in the display cabinet that hosts the QAVS award.

Hand Clickers. In the last month 2 clickers have disappeared. If any volunteers have them in their pocket please return the same. In the meantime BE has generously donated 2 clickers and they are to be found in one of the drawers under the glass counter cabinet at the shop front.

Tolbooth Times. CC announced that TM has relinquished his role as editor of the *Tolbooth Times* and she paid generous praise to Tom for his efforts over the past 5 years. STA will now need to find a replacement with the necessary skills and enthusiasm.

International Burns Club. DC has had a meeting with two representatives of this organisation who are proposing to place a display in the museum for 3 months early next summer. DC showed them around the museum and now awaits suggestion on the size and format of the display.

Stationery. DC has placed some small stationery items in the safe.

VIP. CC announced that she had been approached to ascertain whether the museum would host a visit from an unknown VIP. Details are ‘sketchy’ at the moment but it is believed that it will probably occur on Wednesday 2nd October. Further details will be provided once the visit is confirmed.

Live Life Aberdeenshire. DC reported that Mintlaw had attended the museum to download the quarterly environmental data.

12 Date of next meeting (AGM)

2nd October at the Resource centre

**Andrew Newton
12th September 2019**

**Stonehaven Tolbooth Association (Tolbooth Museum)
A Scottish Charitable Incorporated Organisation (SC043279)**

Summary of Action Points

Action Point	Person
Consider new ways to display books.	GR
Speak to Keith Hunt	BE
Contact JB regarding the gazebo for Saturday.	CC
Demonstrate card reader at AGM	Committee
Resolve PayPal problem	DC/AN
Contact Paul Higson	AN
Discuss with NESFLAG	AN
Produce hard copies of Pebble Activity booklet	CC
Print quiz flyers and tickets.	CC