

# Meeting of the Stonehaven Tolbooth Association (STA)

Wednesday 26<sup>th</sup> April 2023

Tolbooth Museum

## 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 CAT and Grants - update
- 8 Events report
- 9 Collections report
- 10 Curator's report
- 11 Shop report
- 12 Clock Tower report
- 13 AOCB
- 14 Future date

## Minutes

**Present.** Cressida Coates (CC), Andrew Newton (AN), Ian Balgowan (IB), Liz Ritchie (LR), Dennis Collie (DC), Clare Thomas (CT), Mary Sutcliffe (MS), Lindsay Petrie (LP), Douglas Cusine (DCu), Gordon Ritchie (GR)

### 1 Welcome.

CC welcomed the Trustees to an almost complete attendance.

### 2 Apologies. Louise Coates (LC)

### 3 Minutes of previous meetings.

a) **Acceptance.** The previous minutes of 29<sup>th</sup> March were accepted

b) **Matters arising.**

Summary of Action Points	Person	Report
Continue discussion on new gazebo	<b>Trustees</b>	This is on-going. To be deleted from monthly Action Point.
Place contact list into file at museum	<b>CC</b>	Will be added to the file at forthcoming weekend
Take action on Fire Safety-risk assessment form	<b>Trustees/ GR</b>	See AOCB
Review business plan & discuss CAT business plan with Council	<b>GR/LR</b>	See CAT and Grants
Draft a response to Museum Study Research and send to CC for review	<b>CT</b>	On going
Display panel of Dunnottar Castle to be prepared	<b>GR</b>	See Collections

Set date for next meeting of Collections Group	<b>GR</b>	See Collections
Send surveyor's report to Paul Mair.	<b>GR</b>	Done
Issue Globus rota	<b>CC</b>	On going
Contact Martin Sim re war memorial model photographs.	<b>CC</b>	Done

### **Action Points.**

**CT** to draft a response to Museum Study Research and send to **CC** for review

### **4 Chair's report (CC)**

**CC** has noted the change of email address for one of the *Stanehyve* subscribers.

A Mr Lyle has complained about the non-arrival of a book ordered via the website and **CC** will despatch a copy.

John Cruikshank has reminded **CC** about the Big Help Out on 8<sup>th</sup> May but the committee preferred to Help Out by clearing the museum cupboard, and elsewhere, of redundant material. The museum will open as normal on the Monday but the clearance will be between 1100 and 1300 hours.

**CC** has purchased a bird table and bird book and these will be presented to Jim Bruce on Saturday 29<sup>th</sup> at 1630 hours.

Bunting has been acquired for the Coronation weekend and will be installed at the beginning of next week.

### **5 Treasurer's report (DC)**

#### **Income**

Cash Sales	£117.50
E card receipts	117.72
Barrel donations	166.79
<b>Total</b>	<b>£402.01</b>

#### **Expenditure**

None

**DC** commented that Jim Bruce items continue to sell.

### **6 Secretary's report (AN)**

Paul Mair has offered the possibility of using his Wi-Fi connection once **BT** has installed a new system in his restaurant. This could increase the reliability of the card reader.

The museum had a visit from a Paula Gibson and as this individual has experience in the museum/art sector she has offered to provide some mentoring. Evidently she is an acquaintance of **MS** and the latter will make further contact.

David Lawman, co-ordinator of the Harbour Festival, has voiced some concerns over the museum hosting a mackerel smoking demonstration on Harbour Day. AN has met with David and agreed to withhold the aforesaid demonstration; a compensatory financial package is being discussed.

### **Action Point**

**MS** to contact Paula Gibson

### **7 CAT and Grants (GR)**

GR attended the April meeting of the Stonehaven and District Community Council and made a presentation over the proposed CAT; this was well received and was unanimously supported by the Community Council. Mairi Eddie, of KDP, is now preparing a summary of STA's community engagement and once this has been received it will be submitted to Aberdeenshire Council, together with the business plan revised by LR, in the expectation that the CAT validation process will commence.

### **8 Events report (CT/MS)**

Forthcoming events:

27<sup>th</sup> April – Wendy Wilson will bring about 10 individuals for a visit at 1730.

6<sup>th</sup> May is Coronation Day but the museum will be closed.

7<sup>th</sup> May Wes Lewis will hold a mackerel smoking demonstration. There is a possibility the same demonstration could also be held on the 8<sup>th</sup>.

3<sup>rd</sup> June the museum will host a visit from the Auchinblae Heritage Society. MS will be in attendance.

17<sup>th</sup> June there will be a demonstration of lace making; it is planned to hold the event in the Courtyard but if the weather is damp it will be held in the museum.

9<sup>th</sup> July - a booking for a barbeque which will be organised by Maria Lewis.

Other groups showing an interest in holding events include Mearns Singers, Rock Choir, Corn Dolly makers and the 'Dragon Lady'. Charlie Barrow and his rickshaw is another possibility.

### **9 Collection Report (GR)**

GR reported that the Collection sub-group has not meet for a year but he is now able to turn his attention back to this activity. Work will shortly commence on a new panels relating to Dunnottar castle and the history of the Tolbooth.

As referenced in the Chair's report there will be a sorting out of redundant articles on 8<sup>th</sup> May.

GR has received from Viscount Arbuthnott the flag that was flown at the late Queen's coronation and it may be on display in museum on 7th May.

On 12<sup>th</sup> May GR will meet with Katy Kavanagh (Aberdeenshire Council Archive Service) who has offered some duplicate Stonehaven Burgh records to the STA.

### **Action Point**

**GR** to create panels for Dunnottar castle and History of Tolbooth

### **10 Curator's report (LP)**

LP has received the asset database and will review next week.

## **11 Shop report (LR)**

LR is compiling a new order for the summer season and will liaise with DC.

A local man is making small magnets and LR will investigate further.

GR has reviewed the stock stored in his garage and reported that it holds over 900 copies of saleable books and over 2000 postcards. Suggested that postcards and pencils could be provided to pupils on organised school visits.

Stocks of the very useful guide –Stonehaven the coastal gem – are almost exhausted. This was originally produced by the Stonehaven Business Association with help from Aberdeenshire Council. Is there a new version and if so where can STA get copies? AN to investigate.

### **Action Point**

AN to inquire about 'Stonehaven the coastal gem'.

## **12 Clock Tower report (AN)**

AN reported that the Tower is now ready for re-opening after the Council has completed essential repairs and maintenance although the CCTV system is not operational at the moment. Accordingly museum staff will re-open the Tower, whenever it is possible, from Monday 1<sup>st</sup> May. AN will provide an operational guide.

### **Action Point**

AN to produce Clock Tower operational guide for volunteers.

## **13 AOCB.**

*Fire Risk Assessment.* GR reported that the Museum should have a Fire Safety Policy and he had done a risk assessment in February and obtained documents to draft the Policy and Fire Safety Procedures to be issued to all volunteers. STA had to appoint a Responsible Person to deal with Fire Safety. We needed paperwork from Council for PAT testing and the Fire Alarm system. We should have regular fire drills and keep a record of same. GR would also draft a First Aid Policy. Three Trustees have first aid training but as not all volunteers did, there should be an agreed procedure for any incidents when a first aider was not present in the Museum

*Public Toilets.* CT mentioned that the harbour toilets were out of action again and volunteers are fielding requests to use the museum facilities.

*Lights.* DC will replace a number of the light bulbs that have failed in the museum.

*Furry Friends.* AN reported a return visitation in the Inner Courtyard. CC to inform Environmental Health

### **Action Points.**

GR to draft First Aid Policy

CC to inform Environmental Health about presence of furry friends

## **14 Date of future meeting**

Wednesday 31<sup>st</sup> May 2023.

**Andrew Newton**  
**29<sup>th</sup> April 2023**

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

### **Summary of Action Points**

<b>Summary of Action Points</b>	<b>Person</b>
Draft a response to Museum Study Research and send to CC for review	<b>CT</b>
Contact Paula Gibson	<b>MS</b>
Create panels for Dunnottar castle and History of Tolbooth	<b>GR</b>
Inquire about 'Stonehaven the coastal gem'.	<b>AN</b>
Produce Clock Tower operational guide for volunteers	<b>AN</b>
Draft First Aid Policy	<b>GR</b>
Inform Environmental Health about presence of furry friends	<b>CC</b>