

Meeting of the Stonehaven Tolbooth Association (STA)

Wednesday 28th June 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), Mary Sutcliffe (MS), Douglas Cusine (DCu), Gordon Ritchie (GR)

1 Welcome.

CC welcomed the Trustees to the June committee meeting.

2.1 Apologies. Louise Coates (LC), Clare Thomas (CT)

2.2 Absent. Lindsay Petrie (LP)

3 Minutes of previous meetings.

a) Acceptance. The previous minutes of 31st May were accepted

b) Matters arising.

Summary of Action Points	Person	Report
Draft a response to Museum Study Research and send to CC for review	CT	Situation unknown
Create panels for Dunnottar castle and History of Tolbooth	GR	Work in Progress
Draft Fire/First Aid Policy	GR	See AOCB
Contact Katherine Davidson	AN	Done. Katherine has met with DC and DCu
Confirm sponsorship to STP	AN	Sponsorship confirmed but latest information suggests that the train will not run in 2023
Sort minor cabling fault	AN	Done
Contact Council re public toilets	AN	Contacted on Monday and were re-opened on Tuesday. Toilets have

		operated normally throughout June.
Contact Gary, Angus and Martin	MS	See Events
Email Ian Hay	AN	Done
Inquire about castle brochure	LP	Situation unknown
Contact Jean and Shona seeking their views on removing the protective shield	IB	The consensus was they would prefer to retain the shield so committee agreed to leave it in place
Write to Paul Kelly accepting donation of painting	AN	See Secretary Report
Inform FES of faulty radiator	CC	Reported but no action to date.

Action Points.

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

GR to create panels for Dunnottar castle and History of Tolbooth

LP to inquire about castle brochure

4 Chair's report (CC)

CC has just returned from holiday so no update although she wished to record her thanks to **CT** for monitoring the rota in **CC**'s absence.

Will follow up on a potential new volunteer.

5 Treasurer's report (DC)

Income

Cash Sales	£403.30
E card receipts	326.26
Barrel donations	874.91
Grants	320.00
Giftaid	10.00
Amazon donation	19.53
Total	£1954.00

Expenditure

Insurance	£510.38
Stock	102.51
Visit Scotland	174.30
Martin Sim (photos)	50.00
Total	£837.19

DC commented that this month there were discrepancies between the electronic payments recorded on the daily sheet and the monies received from our digital payment provider. On one day 5 items were recorded at a cost of £16.20 but no payment received; on another day 1 item was recorded on the sheet but we received payment for 4. Human and technical errors?

AN explained that the card reader has two payment options. The one on the left hand side of the screen is designed for 'tap and go' donations – it is meant to be quick, it is restricted to whole pounds and there is minimum **STA** control. The right hand side of the screen hosts a system designed for shopping. It permits pounds and pence, shows the amount to be paid (press green tick) and displays 'Approval' information (press green tick again). Experience shows that the right hand option is more reliable and **AN** suggests that it is used for ALL transactions. **CC** to inform volunteers.

Action Point

CC to provide further card reader instructions to volunteers.

6 Secretary's report (AN)

AN confirmed with Paul Kelly STA's acceptance of his donation and he will wrap the painting up and store until the museum is ready to accept.

[Secretary note. Late last night a phone call was received from Paul Kelly and he wishes to deliver the painting on Friday 7th July]

STA was unsuccessful with a grant application to Macphee's.

The Tolbooth restaurant has been experiencing drainage problems which have caused flooding in the Inner Courtyard. The problem has been identified as a failing grease trap in the Courtyard and this will be replaced in the near future.

7 CAT and Grants (GR)

GR is newly returned from holiday and has received from Mairi Eddie (KDP) the summary of the community engagement conducted by STA. Some minor editing is required and STA have been advised that letters of support from local organisations would strengthen STA's case. AN reported that we have received letters from: SDCC, Babes in the Wood, KDP and STP. Letters are promised from: Horizon, Lions, Stonehaven Business Association and Tolbooth restaurant. Still waiting for a response from the Roundtable and Rotary.

LZ and CC reiterated their conversation with Heather McRae which was positive but where the latter expressed a desire to have a separate business case which also contained all existing text. After a discussion GR will contact Diane Henderson to establish exactly what the Council need. Once that is resolved and all the letters of support are received GR will make a final CAT submission for validation.

Paul Mair (Tolbooth restaurant) has indicated that he is happy to permit the Council to reveal details of his lease although the information should be confidential.

Action Points.

GR to contact Diane Henderson to establish what information is still required by the Council and its format.

GR to subsequently submit final information for validation process.

8.1 Events report (CT) via email

Upcoming events include a visit by Arduthie P5 on Monday at 1045. Ian and Liz have said they'll help me. The class are looking at changes in technology over the years so if anyone else would like to join us they would be most welcome.

Pillar Kincardine are visiting on Wednesday 19th 1.30-3.30 approximately. It might be helpful to have an extra person on duty as they like to chat and reminisce. I think it's a group of women. Unfortunately I will be away.

The corn dollies demonstration is on 29th July. She will do two one hour sessions and charges £60 for each.

Mary has arranged some other events.

I spotted a gazebo type shelter in Asda which is approx 3m square. According to the label it can be put up by two people in 10minutes! It costs £50. I've whatsapped photos to Liz and Mary.

Scott from Mackie hopes to get the boxes to us next week. He is adding QR codes. Once he lets me know day and time I will meet him. I was hoping we could spread them through the museum in appropriate places.

8.2 Events Report (MS)

8th July. IB will demonstrate net making/repairing in the Courtyard and Martin Sim will show the art of renovating Dinky toys.

Gary and Angus will be in the Courtyard on 6th August

MS is in discussion with the Dunnottar Bodgies over a possible demonstration.

Jack McPherson has offered to play in July or August.

DC was asked if he could contact the Stonehaven Folk Club to ascertain whether they were interested in performing in the Courtyard.

Action Point

DC to contact Folk Club.

9 Collection Report (GR)

GR has met with the local archivist and she has passed over several historical documents relating to the harbour including Stephenson's first survey (1812) of the harbour. Other documentation is likely to follow.

GR is still working on 'modernising' old photos and creating panels for the Castle etc.

10 Curator's report (LP)

Work in Progress

11 Shop report (LR)

Some summer stock has arrived, e.g. paper napkins, Tea towels etc. and we are waiting for stock from another supplier – magnets etc. Chinese themed products should be back in stock at beginning of August.

LR has discovered a large stock (1000) of coloured Stonehaven poster and placed copies in a more prominent position in the hope of encouraging sales.

12 Clock Tower report (AN)

This re-opened on 23rd June after the installation of new CCTV equipment. The opening and closing procedures have been simplified to make life easier for all concerned. Access to CCTV recordings are via a locked security cabinet but the Council have advised that only Aberdeen Alarms should gain access. (Keys are in the till).

13 AOCB.

Scotch Colony. This year is the 150 anniversary of the foundation of a Scottish colony in New Brunswick, Canada. LR and Lorraine Stewart have compiled a potted history of the Colony and they now request that some existing panels in the museum are utilised to display 18 laminated documents that record the history of the Colony and its local connections. Committee agreed.

Fire Safety and First Aid. GR has been reviewing the requirements for Fire Safety and has identified the following:

- A sheet is required to record weekly testing of the fire alarm
- Every volunteer should have access to a Fire Alarm procedure document as, if they are on duty and an incident occurs, they have to act as Fire Marshall
- GR is content to be named as 'A Responsible Person' but would appreciate another individual

The committee decided that the First Aid policy should be 'call an ambulance' although the museum does have an up to date First Aid Kit. A formal policy is not required.

Stonehyve Tolbooth Times. The latest copy is due to be published shortly.

Cleaning material. Shona and Jean have undertaken a regime of cleaning but complained that there is a lack of appropriate dusters, pans, detergents etc. CC will organise new supplies.

Asset Register. It has been highlighted that the absence of a printed copy of the Register is hindering the imparting of information to visitors. It was agreed that a printed copy should be produced.

MacLeod & Aitken. DCu asked whether there had been any further interactions with this company. GR replied that they had been thanked for their efforts and informed that if the extension does proceed STA will wish to use their services again.

Action Points.

GR to finalise Fire Safety policy

CC to purchase new cleaning materials.

DC(?)/CC(?) to print out Asset Register

14 Date of future meeting

Wednesday 2nd August 2023.

AN tendered his apologies.

Andrew Newton

1st July 2023

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

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Inquire about castle brochure	LP
Contact Diane Henderson to establish what information is still required by the Council and its format.	GR
Subsequently submit final information for validation process.	GR
Contact Folk Club	DC
Finalise Fire Safety policy	GR
Purchase new cleaning materials	CC
Print out Asset Register	DC(?)/CC(?)
Provide further card reader instructions to volunteers	CC