

**Meeting of the Stonehaven Tolbooth Association (STA)**  
**Wednesday 2<sup>nd</sup> Aug 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), Ian Balgowan (IB), Dennis Collie (DC), Mary Sutcliffe (MS), Douglas Cusine (DCu), Clare Thomas (CT), Lindsay Petrie (LP)

**1 Welcome.**

CC welcomed the Trustees to the June committee meeting.

**2.1 Apologies.** Louise Coates (LC), Liz Ritchie (LR), Gordon Ritchie (GR), Andrew Newton (AN),

**2.2 Absent.**

**3 Minutes of previous meetings.**

a) **Acceptance.** The previous minutes of 28<sup>th</sup> June were accepted

b) **Matters arising.**

Summary of Action Points	Person	Report	On going
Draft a response to Museum Study Research and send to CC for review	<b>CT</b>	Time for submission had passed, so closed with no action	
Create panels for Dunnottar castle and History of Tolbooth	<b>GR</b>	ongoing	X
Inquire about castle brochure	<b>LP</b>	LP has discussed with Martin - ongoing	X
Contact Diane Henderson to establish what information is still required by the Council and its format.	<b>GR</b>	Status unknown - ongoing	X
Subsequently submit final information for validation process.	<b>GR</b>	ongoing	X
Contact Folk Club	<b>DC</b>	DC has had insufficient response from FC members in order to	

		organise an event. Closed	
Finalise Fire Safety policy	<b>GR</b>	ongoing	X
Purchase new cleaning materials	<b>CC</b>	done	
Print out Asset Register	<b>DC(?)/ CC(?)</b>	Ongoing - See AOCB	X
Provide further card reader instructions to volunteers	<b>CC</b>	In hand - CC to circulate to all volunteers	X

**Action Points:** see column above with “X”

#### **4 Chair’s report (CC)**

CC reported that it continues to be difficult to fill the rota, and once again the latest one has several gaps. We need to somehow get more volunteers, especially younger and those will continue beyond an initial period - see AOCB

#### **5 Treasurer’s report (DC)**

<b>Income</b>		<b>Expenditure</b>	
Cash Sales	£390.15	Stock	£510.38
E card receipts	230.80	Comm Consultation	52.50
Barrel donations	1075.52	Jim B presentation	359.33
<b>Total</b>	<b>£1696.47</b>	Legion Hire	70.00
		<b>Total</b>	<b>£820.11</b>

DC commented that this month there were minor discrepancies between the electronic payments recorded on the daily sheet and the monies received from our digital payment provider. Two days each had a £5 donation fail to process. AN recalled one of them as being troublesome and the card holder had to insert the card.

#### **6 Secretary’s report (AN) via email**

**Harbour Day** – after their original objection to our having Mackerel smoking on the day, they are now encouraging it and it will go ahead. The planned smoke for the preceding weekend will now be cancelled.

**Clock Tower** – volunteers should be encouraged to open/close the Clock Tower

#### **Action Points.**

**MS** to contact smokers to cancel the smoking event planned for 20th

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

No report

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

**Corn Dollies** – last Saturday was very successful, but held indoors due to wind conditions.

CT to organise invoicing to treasurer

The old gazebo frame was found to be seriously damaged and it was decided to scrap it and buy two 3x3m replacements. CT has purchased these. They have poles rather than pop-up frame, which may take slightly longer to erect (but instructions claim 10 mins by 2 people) but may be less susceptible to damage.

**Garry & Angus** – this Sunday 6 Aug. 1:30 set-up for 2:00 performance

**Jack MacPherson** – Sunday 13 Aug

**Bodgers** – no response yet

### **Action Point**

**CT** to contact Corn Dolly person for invoice

**All** to assist set-ups when available

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

No report

### **10 Curator's report (LP & CC for LC)**

LC will be home for 3 weeks and will get together with LP to complete inventory of exhibits and update records for new/removed items.

DC will review the computer system to identify improvements

### **Action Point**

**LC/LP/DC** to update inventory

### **11 Shop report (various)**

Dino hunt – We're out of prizes for dinosaur hunt so have been using pencils from shop stock. CT has purchased some pencils from Works

Salt "pigs" – customers have opined that they are too expensive (but we have only 2 in stock)

Sea Salt – good seller and 20 more have been ordered

Magnets – the two popular ones are back in stock

Dunnottar Woods booklet – out of stock, but not a huge seller – does GR have any more?

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

No official report but DCu reported that the TV is not working correctly. He will try resetting it, and if that fails, we will report back to Council

### **Action Points**

**DCu** to try fixing the TV

### **13 AOCB.**

*Fire Safety and First Aid.* It was questioned whether sufficient safety appliances were available at mackerel smoking events – CC to follow up

*Eliz. Christie Books* – Hugh Ramsay, ex Heritage Society Chair, suggested the 2 books should be reprinted. DCu will contact printer to establish how this could be done, and how much it would cost for a small print run.

*Water Ingress* – water leaking again into kitchen. This is caused by waste pipe from restaurant overflowing; incorrect lead flashing on the roof, easterly winds, and what else? The Council has instructed FES to fix, and they have suggested some sort of lead patch-up!

*Volunteers* – LR had several comments about volunteer recruitment and other related matters

- Recruit from S5 & S6 for weekend work. Stress to pupils the value of volunteering on job or Uni applications
- Similarly, from universities – past experience has been poor, with students not returning after initial session
- Have talks with local groups (Probus etc) to try to generate interest. Unfortunately, many members of these groups already volunteer elsewhere
- We need to recruit a trustee to replace Jim Bruce – any suggestions?

- We need to reintroduce training sessions for new volunteers, or refresher courses for others  
CT will contact LR to draw up a poster that could be attached to emails etc trying to recruit

AGM – fixed for 27/9. CC to book room at Community Centre (CC, LC and DC due to step down this time)

*CAT application* – concern was raised as to the wisdom of continuing with this.

Points raised were: shortage of volunteers, aging of trustees, trustees not being replaced, is it financially viable, is it operationally viable, volunteers & public “like it as it is”, perceived resistance by Aberdeenshire Council.

However, if we withdraw, the Council may decide to either withdraw their current support or even close the museum. The building urgently needs maintenance – would that happen if we withdraw?

It was recognised that several trustees have made a considerable commitment to date.

It was suggested to have a separate meeting of trustees to air views on this matter – set for 16<sup>th</sup> Aug

### **Action Points**

**DCu** to try fixing the TV

### **14 Date of future meeting**

Meeting Wednesday 16<sup>th</sup> August 2023 solely to discuss CAT status & progress

AGM Wednesday 27<sup>th</sup> September 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>
Create panels for Dunnottar castle and History of Tolbooth	<b>GR</b>
Inquire about castle brochure	<b>LP</b>
Contact Diane Henderson (Council) for CAT information and format still required	<b>GR</b>
Subsequently submit final information for validation process.	<b>GR</b>
Finalise Fire Safety policy	<b>GR</b>
Print out Asset Register (as part of inventory update)	<b>LC/LP</b>
Provide further card reader instructions to volunteers	<b>CC</b>
contact smokers to cancel the smoking event planned	<b>MS</b>
organise invoicing to treasurer for Corn Dollies presenter	<b>CT</b>
fix the TV in Clock Tower	<b>DCu</b>
Ensure adequate safety at mackerel smoking	<b>CC</b>
Investigate reprinting of Elizabeth Christie books	<b>DCu</b>
Draw up poster for volunteer recruitment	<b>CT/LR</b>
AGM – notify all of date and book room	<b>CC</b>