

**Meeting of the Stonehaven Tolbooth Association (STA)**  
**Wednesday 24<sup>th</sup> January 2024**  
**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), Dennis Collie (DC), Douglas Cusine (DCu), Clare Thomas (CT), Liz Ritchie (LR), Gordon Ritchie (GR), Andrew Newton (AN), Lindsay Petrie (LP), Ian Balgowan (IB)

**1 Welcome.**

CC welcomed the Trustees to the first meeting of 2024 and wished all a Happy New Year.

**2 Apologies.** Louise Coates (LC), Mary Sutcliffe (MS)

**3 Minutes of previous meetings.**

- a) **Acceptance.** The previous minutes of 22<sup>nd</sup> November 2023 were accepted.
- b) **Matters arising.**

Summary of Action Points	Person	Report
Continue work on display panels	<b>GR</b>	Two new panels have been drafted and are now ready to be sent to a third party for final layout and production. The committee authorised a cost of £662.
Organise Induction Day	<b>CC</b>	Ongoing with updates to be sent out in February and March. CC suggested that the updates could be combined with a 'coffee morning' for volunteers.
Decide opening days and times over festive season	<b>CC</b>	Done and CC wished to thank all the volunteers who gave up part of their own festivities in order to keep the museum open.
Contact Alistair Lawrie re book sale arrangements	<b>LR</b>	Still to be actioned.
Discuss shop modifications	<b>LR/DC</b>	Ongoing project with a meeting to be arranged (might be combined with a

		scheduled meeting on 7 <sup>th</sup> February – see Collections)
Work up a placement study scheme for UoA	<b>LP</b>	LP has been in touch with Jen Walklate (UoA) and a new deadline of 31 <sup>st</sup> January has been agreed. LP will focus on a project involving the comments made in the 2023 Visit Scotland report. Further comments in AOCB
Contact Ron Leiper	<b>GR</b>	GR has not been in contact with Ron but DCu informed the meeting that he had been approached by Ron with an offer of 50% of the latter's shed at the Backies. Financial arrangements unknown. GR will now wait for further contact from Ron.

### **Action Points.**

**GR** to commission production of new panels

**CC** to organise Induction Day

**LR** to contact Alistair Lawrie

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

There was a full rota for January and the February rota will be circulated shortly. There will be a couple of new volunteers available as from next month.

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

DC reported on finances for the period 1<sup>st</sup> to 31<sup>st</sup> December 2023.

#### **Income**

Cash Sales	£364.70
Book Sales	64.00
E card Sales	40.46
Barrel donations	166.51
Other donations	25.51
<b>Total</b>	<b>£661.18</b>

#### **Expenditure**

Stock – Jim B 50%	£159.55
Stock – Lorna 50%	193.50
SumUp reader	69.99
<b>Total</b>	<b>£423.04</b>

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

FES has provided the most recent safety certificates for checks on the Fire Alarm and Fire Extinguishers; they are lodged in a folder on the shelf above the till.

Aberdeenshire Council has thanked the museum for its participation in Doors Open Days 2023 (certificate on display in shop area) and intimated that the 2024 event will occur on 21<sup>st</sup> and 22<sup>nd</sup> September.

The new card reader appears to be working well and is now linked into the restaurant's Wi-Fi system as well as the 4G mobile phone system.

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

GR reported that there has been no further communication from the Council since 22<sup>nd</sup> November; this is rather surprising as a valuation survey has to be jointly commissioned, completed and reviewed before the CAT decision day of 19<sup>th</sup> February.

STA are still in dispute with the Council over the Common Good situation and GR and DCu are pursuing various legal aspects.

AN reported that he is submitting a funding application to the Coastal Community Fund on Friday 26<sup>th</sup> January in relation to paving the Inner Courtyard.

### **8. Events report (CT)**

CT reminded the committer that the Globus visits re-commence on Wednesday 15<sup>th</sup> May and that it has been agreed that the museum will receive £30 per visit. CC requested that CT provides her with the list of visit dates.

Stonehaven Sea Cadets wish to visit the museum on a Monday evening and particularly requested that IB was in attendance. IB was happy to oblige but wanted clarity on how his talk should be framed. CT to finalise a date and IB's role.

#### **Action Points**

CT to provide CC with list of Globus dates.

CT to contact Sea Cadets re a visit date and IB's role.

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

Work is still continuing on digitising historical photographs with DCu contributing to relevant text.

It was agreed that there should be a 'walk around' in order to review the existing panels on display in the museum and in particular whether they should be refreshed or re-located. IB pointed out that the panel at the front entrance contains redundant material (proposed new extension) and could be replaced. There will be a meeting at 1400 hrs on 7<sup>th</sup> February with GR, DCu, LR, CC and DC in attendance. If time permits shop modifications will also be discussed.

#### **Action Point**

LR/DC to discuss shop modifications

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

LC is going to send a list of information still required in the North Room and then CC and LP will work together to complete the asset register.

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

LR is starting to stock up for the summer season but reports that many of the suppliers are themselves low on supplies, frequently citing transport problems.

*Stock taking of old books made at end of meeting.*

The Empty Shore. Price £7.50            8 copies

The Haven under the Hill Price £7.50   13 copies

Stonehaven of Old Vol 2. Price £4        10 copies

Pictures of Stonehaven Price £6         2 copies

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

The Clock Tower is now operational again but it was noted that sometimes it remains closed even when two volunteers are on duty. CC will issue another reminder.

November minutes of the Council Area committee refer to the Clock Tower in two regards:

- An ingress of water has affected the clock mechanism (STA has no knowledge of this)

- The Council is to seek clarity on opening hours (so far no approach has been made to STA)

### **13 AOCB.**

*Fire Safety Procedures.* GR to complete.

*Hugh Ramsay.* Hugh has written to STA suggesting that the organisation finances reprinting ‘*The Haven under the Hill*’ and ‘*The Empty Shore*’, both by Elizabeth Christie. The committee had previously looked at re-printing old books but had reached the conclusion that insufficient demand meant that this would be a loss making action. In addition a recent stocktake had discovered a limited number of the aforementioned books (see Shop) consequently AN will write to Hugh outlining STA’s position on not re-printing.

*Name Tags.* DC had recently received a complaint about the quality of the name tags used by the volunteers. He demonstrated an improved version and the committee approved expenditure to provide all volunteers with the necessary tag. CC will send DC a list of relevant names.

*UoA Museum Studies Placement.* (see also *Matters Arising*). Apart from working on the Visit Scotland report LP is suggesting the creation of training videos and also incorporate items from STA’s Induction Days. The advice from Museums Galleries Scotland is that guidance must be kept simple. DC will pass over previous text created in the early days of STA.

*Outside Mangle.* LR commented on the poor state of the outside mangle. Committee agreed that it required repairs and this will be actioned once winter has departed. One suggestion was to approach the Men’s Shed for help.

#### **Action Points.**

**GR** to complete Fire Safety Procedures

**AN** to write to Hugh Ramsay

**CC** to send list of volunteers to DC for tags

**LP** to work up a placement study scheme for UoA

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

Wednesday 28<sup>th</sup> February.

CT registers her apologies.

**Andrew Newton**

**25<sup>th</sup> January 2024**

**Secretary**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

**A Scottish Charitable Incorporated Organisation (SC043279)**

## Summary of Action Points

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Commission production of two display panels	<b>GR</b>
Organise Induction Day	<b>CC</b>
Contact Alistair Lawrie re book sale arrangements	<b>LR</b>
Provide CC with list of Globus dates.	<b>CT</b>
Contact Sea Cadets re a visit date and IB's role	<b>CT</b>
Discuss shop modifications	<b>LR/DC</b>
Complete Fire Safety Procedures	<b>GR</b>
Write to Hugh Ramsay	<b>AN</b>
Send list of volunteers to DC for tags	<b>CC</b>
Work up a placement study scheme for UoA	<b>LP</b>