

**Meeting of the Stonehaven Tolbooth Association (STA)**  
**Wednesday 9th July 2025**  
**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), Dennis Collie (DC), Gordon Ritchie (GR), Douglas Cusine (DCu), Neil Smith (NS), Liz Ritchie (LR), Mary Sutcliffe (MS)

### **1 Welcome.**

CC welcomed attendees to the July meeting.

**2 Apologies.** Louise Coates (LC), Lindsay Petrie (LP), Clare Thomas (CT)

### **3 Minutes of previous meetings.**

**a) Acceptance.** The previous minutes of 4<sup>th</sup> June 2025 were accepted.

**b) Matters arising.**

### **Summary of Action Points**

Summary of Action Points	Person	Report
Contact owner of ship's bell - ongoing	CC	Arranging a meeting with Rod Macdonald
Investigate new lettering for Bervie Braes' sign	AN	New lettering ordered; next stage to contact Men's Shed
Contact AU over student opportunities – on hold until later in year	LP	
Identify artefacts to be preserved.	LP	LP has had to concentrate on Uni studies but from wb 14/7 will start working with CC on completing the Asset Register.

Hold video call with Katy	<b>LP</b>	No information.
Investigate funding for recording local history. Should this be terminated?	<b>LP</b>	LP believes that this should be pursued and in particular keep looking for appropriate funding and student availability. LP is aware of one USA student currently working at the Castle who might be available next summer to undertake some preliminary work.
Provide instructions regarding sales on behalf of third parties	<b>CC</b>	Working on a comprehensive guide for all volunteers. It is hoped to complete the task in the next 2/3 weeks
Source dress display stands	<b>CT</b>	No information
Review website text on donations.	<b>AN</b>	Donation information on website has now been amended to include offers of artefacts. Basically text states ' <i>due to lack of space the museum is unable to accept artefacts unless of significant historical importance</i> '.

### Action Points

**CC** Ship's bell - ongoing

**AN** Investigate new lettering for Bervie Braes' sign - ongoing

**LP** Hold video call with Katy

**LP** Investigate funding for recording local history. Possibility of student in summer 2026

**CT** Source dress display stands

### 4 Chair's report (CC)

Keeping an eye on the July rota.

The new digital rota is in its fourth month of operation. It has been identified that the problem of compatibility with some smart phones is due to a lack of essential key software. Volunteers are encouraged to install the Google Docs App on their phone.

### 5 Treasurer's report (DC)

Summary of Activity from **01/06/2025** to **30/06/2025**

#### Income

Cash Sales	270.10
Sumup	415.94
Madge Book Sales	155.00
Globus	230.00
Macphies grant	250.00
Donations (Barrel)	708.73
Donation	10.00
<b>Total</b>	<b>£2,039.77</b>

#### Expenditure

Simbas Construction	5104.00
Sam Gray (Stonemason)	5000.00
David Chouman	996.00
<b>Total</b>	<b>£11,100.00</b>

### 6 Secretary's report (AN)

The 4 wooden doors on the ground floor are badly in need of restoration. The museum has received a combined quote of £1,180 from Simbas Construction and Haven Decorators; the committee agreed to accept this quote. AN to action.

**AN** to inform tenderers to proceed with paint contract.

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

Dave Chouman (our architect) submitted a representation on STA's behalf on the inadequate fire/sound insulation information in the Council's Listed Building Consent application. No feedback from the Council.

There has been no communication to Ronald Forbes (our solicitor) from Aberdeenshire Council since the last committee meeting on 4<sup>th</sup> July. We are still waiting for:

- An updated site layout plan
- Written confirmation that fire/sound insulation will be included in the voids between the original stonework and the nearest adjacent beams

AN agreed to contact Tim Stephen for an update.

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

The following events have been booked.

11<sup>th</sup> July – Pauline Cordiner (as part of Folk Festival). CT would appreciate help at 1800 hrs to set up

14<sup>th</sup> July (2.30 – 3.30) – The Critter Keeper – this will be inside the museum

27<sup>th</sup> July (1.30 – 3.00) – Lace Makers – this will also be inside the museum

3<sup>rd</sup> August (1.30 - ?) – Jack MacPherson. An appropriate gazebo would be very welcome

23<sup>rd</sup> August (10.00 – 12.00) – Amy Calderwood with a Creative Writing Workshop. Inside museum

In addition there are ongoing discussions with:  
Granite City Brass Band

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

GR will provide an update for the August meeting.

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

LP and CC will start the completion of the Asset Register next week. The ultimate aim is to have the Register placed on the museum's website.

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

LR and DC visited the Men's Shed and were impressed with some of the local items that could be supplied to the museum. LR is to re-visit with the intention of perhaps placing an order.

The stock of playing cards is slowly diminishing but will not be re-ordered as they are not a good seller. After a slow start the sales of the Calderwood prints are beginning to pick up and any price reduction will be put on hold for the moment

New supplies of pin badges are expected shortly.

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

AN met with Larry Hewitson (the Council's Clerk of Works) to review the Clock Tower. Findings:

1. The software and TV providing a panoramic view of the harbour is outdated and requires upgraded. However, this unlikely to happen.
2. There is a fault in the FireBalls video as there should be no requirement to follow a complicated procedure to start the system. The problem will be referred to an IT engineer (probably after the school holidays).

3. The Balcony rope lights had been switched off but have now been re-activated
4. When the original electrical engineer repaired the electrics after the June outage he discovered a fault in the steeple floodlights which kept triggering a further shut down. The floodlights were isolated and the fault reported to HAMP. The latter declined to commission a repair. Larry will go back to HAMP requesting a decision review
5. It was observed that the internal stair lights were faulty. Larry will report back to HAMP requesting a repair.

### **13 AOCB.**

*Harbour Book.* GR received a grant of £250 from Macphies to aid in printing this booklet. It is now in its final reiteration and will be passed to DC for an independent overview before being sent for printing.

*Ms Diane Glennie.* Diane has created a head and shoulders painting of Ian Balgowan and has offered the picture to the museum as a memory of Ian. The committee gladly accepted the offer.

*Rosalind Russell.* For a number of years Rosalind has been actively promoting the life of John Duncan, a self-educated weaver and botanist, who was born in a house next to the Tolbooth. Rosalind's idea was to install a plaque. However, the committee felt that a more appropriate course of action was to create a rolling display of local worthies which will include John Duncan. Committee will investigate further.

*Dunnottar Castle.* LP reported that Joseph (Castle custodian) has offered to provide castle information to the museum volunteers. It could be done by either having a walk around the castle and grounds or by giving a presentation in the museum. The committee voted for the latter as it could be tied-in with our own in-house briefing to our volunteers.

*Walter Stephen.* In June the museum hosted a visit from Walter. He claims some distant connection with Stonehaven and wishes to support the museum. He has offered to print 500 postcards concerning the Baptism from the Prison painting at his cost and donate to the museum. In addition Walter is the ex Chair of the Patrick Geddes Trust who although not a native of Stonehaven was instrumental in setting and running the first marine research station in the UK at Cowie. Walter has suggested a poster about this event, again at his cost. As this could chime with information on other worthies (see John Duncan above) the committee accepted the offer.

*Liz Ritchie.* Liz intimated that she will stand down as a committee member at the next AGM although she will still act as a volunteer. CC remarked that Liz's input into the museum, especially the Shop, will be sadly missed and thanked her for all her efforts over the years. The committee concurred with these sentiments and wished Liz well in the future.

### **Action Points**

**Committee.** Investigate creating a refreshable display of local worthies.

**LP.** Contact Joseph accepting offer of information on Dunnottar Castle.

**AN.** Write to Walter Stephen accepting his offer.

### **14 Date of next meeting**

Wednesday 13<sup>th</sup> August. DCu tendered his apologies.

**Andrew Newton**

**10<sup>th</sup> July 2025**

**Secretary**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

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

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Investigate new lettering for Bervie Braes' sign - ongoing	AN
Contact AU over student opportunities – on hold until later in year	LP
Hold video call with Katy	LP
Investigate funding for recording local history. Potential of student in summer 2026	LP
Source dress display stands	CT
Inform tenderers to proceed with paint contract	AN
Contact Tim Stephen for CAT update.	AN
Investigate creating a refreshable display of local worthies	Committee
Contact Joseph accepting offer of information on Dunnottar Castle	LP
Write to Walter Stephen accepting offer	AN