

Meeting of the Stonehaven Tolbooth Association (STA)
Wednesday 14th January 2026
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), Gordon Ritchie (GR), Clare Thomas (CT), Neil Smith (NS), Louise Coates (LC1), Dennis Collie (DC), Douglas Cusine (DCu), Tony Dodd (TD)

1 Welcome.

CC wished the Trustees a Happy New Year.

2 Apologies. Lorna Collie (LC2), Mary Sutcliffe (MS), Lindsay Petrie (LP)

3 Minutes of previous meetings.

a) Acceptance. The previous minutes of 12th November 2025 were accepted.

b) Matters arising.

Summary of Action Points

Summary of Action Points	Person	Report
Contact AU over student opportunities – on hold until later in academic year	LP	AU request that potential projects are submitted by the end of January. GR is liaising with LP and has suggested work on the photographic archive and the display on local education.
Investigate funding for recording local history. To send email seeking help	LP/NS	On going
Investigate standalone digital donation system	DC/AN	New system based on the shop card reader architecture bought and installed at entrance.
Examine panoramic system	TD	On going
Consider taking new images for fridge magnets	TD	On going

Contact Garlogie Group	LP	Been in touch and Garlogie has suggested a meeting wb 19 th January. Trustees unsure of agenda and availability of personnel next week. LP to clarify with Garlogie.
Investigate supply of donation/loan forms	AN	Small supply discovered in Office; now above till.
Order sign fitting	AN	Bought. DCu/AN installed on post at junction of Bervie Braes road and footpath to harbour.
Submit a CAT EOI	AN	See under CAT
Investigate guest speakers from Elphinstone Institute	CT	On going
Book quiz night for 2026.	MS	Not known

Action Points

LP to submit possible projects to AU by end of January

LP/NS Investigate funding for recording local history. **NS** has a contact

TD Examine panoramic system

TD Consider taking new images for fridge magnets

LP Contact Garlogie Group

CT Investigate guest speakers from Elphinstone Institute

MS Book Quiz Night

4 Chair's report (CC)

CC wished to thank all the volunteers who staffed the museum during the festive season, especially as the weather was not conducive to a good footfall.

5 Treasurer's report (DC)

Summary of Activity from 01/12/2025 to 31/12/2025

Income		Expenditure	
Sumup Card Reader	215.05	A Newton (postage)	10.80
Donation from Seafood Bothy	160.00	A Newton (sign)	25.59
Donation from Mary Sutcliffe	200.00	Cressida (Xmas catering)	247.89
Gift Aid	10.00	Xmas hall rental	22.50
Cash Donations	96.49		
Cash Sales	141.50		
Totals	£823.04		£306.78

DC commented that due to inclement weather and a low footfall December income showed a drop of £900 as compared to December 2025.

6 Secretary's report (AN)

Rock Compliance, a company contracted by Aberdeenshire Council, has requested access to the museum in order to conduct a survey for Legionella Disease. Despite protestations that the survey is unnecessary – the museum has no standing water etc. – the company insists on a survey. To take place on 22nd January.

7 CAT and Grants (GR)

It is believed that the Council is satisfied with the final documentation and these were conveyed to Ronald Forbes in December. However, Ronald has still to pass the aforesaid documentation to GR for final approval. GR to chase.

AN submitted an EOI over a possible CAT of the building behind the new RNLI station. The museum is desperately short of storage space and this building would appear to be the ideal solution. Unfortunately the Council have refused the request on the grounds that the building is unsafe and they are going to demolish the structure. Demolition date not given. Whilst not privy to the Council's assessment, to a casual observer the building looks in pretty good shape although the eastern gable wall requires re-built. AN is considering the next step.

Action Point

GR to review and approve final CAT documentation.

8 Events report (CT)

No definite upcoming events.

CT has been contacted by an Over 50's Group about a possible visit in March/April

CT has been approached by an oil industry related company which has a supply of redundant chairs, table, filing cabinets etc. available to charities.

9 Collection Report (GR)

On going.

10 Curator's report (LC1)

Nothing to report.

11 Shop report (LC2 via DC)

This has been a quiet month for sales although it was pointed out that the stock of hip flasks and shot glasses is now zero.

LC2 is talking to the Men's Shed over the supply of new items. DCu pointed out that one of the slate coasters has the wrong spelling.

12 Clock Tower report (AN)

Still awaiting the return of the keys from the Fire Balls Association..

13 AOCB.

Leaflet Holder. DCu asked whether it was possible to acquire a small leaflet holder to sit alongside the new contactless donation card reader. CT/DC to investigate

Cruise Liners. DCu mentioned that Frances Watt has observed that many cruise visitors wander around Stonehaven aimlessly on a Tuesday and the museum could possibly benefit from opening more often in order to capture this trade. TD to make inquiries about sourcing dates when cruise tours visit town.

KDP. NS is considering joining KDP, perhaps as the representative of STA. If he proceeds CC will complete the required form.

Repairs etc. Burns Construction has been awarded a contract by Aberdeenshire Council to carry out the outstanding repairs to the Tolbooth building. The following dates are pertinent:

Wb 16th February Site preparation

Wb 23rd February Erect scaffolding and associated fencing

Wb 2nd March Internal work in museum
Wb 9th March Continuation of museum work (finish by 19th March)
Wb 16th March Internal work in restaurant

The work will entail a large upheaval of displays in the museum and CC will be seeking additional help from our volunteers.

Storage. The museum has a long term problem over storage space, or rather the lack of, and this is exacerbated by the necessity for a short term solution during February and March. The committee agreed to spend £6,500 on a wooden shed. DC to action.

Action Points.

CT/DC Small leaflet holder

TD Inquire about the schedule of cruise liner visitors

CC Call upon additional help from volunteers during February and March

DC Purchase wooden shed.

14 Date of next meeting

Wednesday 18th March

Andrew Newton

15th January 2026

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

SC043279

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Contact Garlogie Group	LP
Investigate guest speakers from Elphinstone Institute	CT
Book quiz night for 2026.	MS
Review and approve final CAT documentation.	GR
Small leaflet holder	CT/DC
Inquire about the schedule of cruise liner visitors	TD
Call upon additional help from volunteers during February and March	CC
Purchase wooden shed	DC