

AGM of the Stonehaven Tolbooth Association

Wednesday 26th September 2018
Community Centre
Stonehaven

Agenda

- 1 Welcome and Registration of Attendees
- 2 Previous AGM minutes
- 3 Chair's Report
- 4 Treasurer's Report
- 5 Election of new Trustees
- 6 AOCB

Minutes

Present. Andrew Newton, Cressida Coates, Dennis Collie, Clare Thomas, David Fleming, George Strang, Ian Balgowan, Mary Sutcliffe, Diane Fleming, Louise Coates, Shona Barclay, Ceri Webster, Freda Adams, Liz Ritchie, Bill Emslie, Gwynne Stewart, Gordon Ritchie

Apologies. Tom Macpherson, David Swankie, Jim Bruce, James Paterson, Cllr Dennis Robertson, Cllr. Ian Mollinson, Cllr A. Bews, Jean Skinner, Rosalind Russell

1>Welcome. Cressida Coates welcomed all the volunteers to the 2018 AGM of the Stonehaven Tolbooth Association (STA). At the end of the meeting there will be an opportunity to mingle and enjoy a light refreshment and some 'nibbles'.

2.Previous AGM minutes. Cressida Coates explained that the minutes of the previous AGM had been circulated immediately after the last AGM and had been approved by the members attending. A copy of these minutes was available for inspection by any or all of the members present. It is hoped to continue with this practice with the current AGM as the minutes can be approved whilst events are still fresh in member's minds and not have to wait 12 months for approval. No questions arose from the floor concerning the minutes of the previous AGM.

3.Chair's Report (Cressida Coates).

As you all know it is traditional for the Chair to provide a report on what has occurred the previous year. There have been trials and tribulations along the way however, without the dedication of all the volunteers, who give their time and support willingly and bring their own unique qualities to the wearing of the 'red' fleece to you all we thank you most sincerely.

We remember with fondest George Swapp who sadly passed away at the end of last year. The Tolbooth Museum was honoured to be involved with the Stonehaven Heritage Society's launch of Mr Swapp's Book Stonehaven Street Names back in October which was a great success. We would like to thank the Family of Mr Swapp for the kind donation we received.

To our new volunteers we hope you will continue to enjoy your role.

We have continued to offer our support to those who are working towards the Duke of Edinburgh or Saltire Awards and recently we have been approached to be a source of work experience for a University Student undertaking an integrated Heritage and Tourism Degree at Stirling University.

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We have hosted many events over the past year be it Nursery Schools, Primary Schools, local groups to name but a few. Some volunteers have gone and given talks to various groups as well. Thanks goes to all the volunteers who stepped up and assisted with these visits and to Clare Thomas for arranging them.

The most recent one was last night (25th September) when we hosted a visit from a local 'Cub' group. To say ears are still ringing is an understatement. However, it was wonderful to see the interest displayed and the questions being asked and good luck to those who will be assisting in tomorrow's visit.

As you know visitors to the Museum come from all over the globe as well as closer to home. Our visitor book holds some wonderful comments which mirror those favourable comments on 'Trip Advisor' and our visitor numbers have been good throughout the year. Mary Sutcliffe and Clare Thomas have kept an eye on our Facebook page and we thank them for all their efforts.

We will continue to strive to enhance the visitor experience and work has progressed with the inventory of the artefacts. Our Curator Louise Coates has been busy taking photographs of all the artefacts owned by the Stonehaven Tolbooth Association (STA) and will place them on the register.

We have received throughout year various donations to add to the Museum and we will endeavour to display these to the full. The Mannequin is a Suffragette at this point in time.

We were again able to open the Museum and the Clock Tower at Hogmanay and be involved with 'Aberdeenshire Open Doors Day' in September. It was unfortunate that the weather put pay to the Stonehaven Harbour Day.

Although the Clock Tower has caused us some headaches over the past year with one thing and another, however, thanks to the efforts of Andrew Newton and Tom MacPherson addressing these issues when they arise it appears to be behaving.

On a domestic front we have seen some changes.

Our kitchen/bathroom now hosts the kettle (a very important piece of equipment in my mind) and an area to make a cuppa to keep us going on cold days. The heating has been trying over the last year but touch wood it appears to be ok. However, this is something we will keep an eye on.

The Shop has undergone a major change. There maybe one or two little tweaks over the coming months however I think we would all agree that the shop looks good and our thanks to Dennis Collie who undertook this project. We are still able to provide and display a variety of goods to suit all ages.

You will have noticed that the latest editions of the *Tolbooth Times* have been in collaboration with the Stonehaven Heritage Society's *Stanhyve* Magazine and we will continue to run with this format. Thank you to Tom Macpherson and to Gordon Ritchie for all their hard work.

So what do we hope for the future:-

I will say yip p de da. We did receive Full Planning Permission and I think a vote of thanks needs to be conveyed to Andrew Newton who worked tirelessly to answer all of the Local Authorities questions and this lead onto the next phase which was to secure funding for the role of Project Manager. Again I have to say that Andrew and Dennis (I was only at these meetings as a wing man) worked extremely hard in providing all the information required and we were indeed awarded a grant from NESFLAG which will enable our professional consultants Ergadia to start the ball rolling. There has been one meeting so far and Dennis was our representative,

We have retained our 3 Star rating from Visit Scotland and although the report was excellent we feel they did
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not appreciate the unique character of the Museum however, we will take their comments on board.

This year will see a 'Clean Up' and a revamp of the tired looking dinosaurs and thank you to Shona who has offered to assist with this.

We will also look at ways to try and get more volunteers interested in becoming a volunteer. This could be through the media etc.

As we approach our new season 2018/2019 we look forward to a new year for the Tolbooth and Clock Tower and a new set of challenges.

I would like to express my sincere appreciation and thanks to each and every one for their continued support and commitment to the Tolbooth Museum and Clock Tower and to my fellow Stonehaven Tolbooth Trustees my thanks for all the work that they undertake.

Thank you.

4. Treasurer's Report (Dennis Collie).

The accounts for the period 1st April 2017 to 31st March 2018 have been examined and approved. The accounts, together with the Examiner's report, will now be submitted to OSCR but for the purposes of tonight I have produced a summary of income and expenditure (see Appendix A). I should state that whereas Cressida's report covered the 12 month period since the last AGM my report covers the financial year April 2017 to March 2018.

Initial viewing of the accounts shows that STA made a loss of £6,072 in the last financial period. However, the accounts are skewed by the fact that in the previous year STA received grants that were ring fenced for improving lighting and architect fees. This commitment was highlighted in the previous AGM's minutes:

This gives us a cash-in-hand balance of £35,520; however, we have financial commitments for electrical work and further architectural fees and the true balance is approximately £30,000. [Extract from 2017 AGM minutes].

These invoices were not actually submitted until the start of the new financial year so that it appears that we took a 'hit' this year but in fact our true balance remains at approximately £30,000.

I'd like to record my appreciation to:

- Rodney Payne for examining the accounts
- Andrew Newton for looking after the donations in my absences and for fund raising.
- All the volunteers and others who are involved in the day-to-day running of the museum

Finally I make my usual plea to all volunteers to complete all required details on the Daily Record Sheet as it makes my life very much easier.

There were no questions from the floor

5. Election of new Trustees.

The constitution requires that a third of the Trustees retire in each year; this meant that Jim Bruce, Bill Emslie and Tom Macpherson who had served for the last 3 years had to retire. Cressida proposed that all three be re-elected and the motion was passed unanimously.

The trustees for 2018-2019 are:

Ian Balgowan
Jim Bruce
Cressida Coates
Louise Coates
Dennis Collie
Bill Emslie
Tom MacPherson
Andrew Newton
Gordon Ritchie
Mary Sutcliffe
Gwynne Stewart
Clare Thomas

6. AOCB

The meeting was then opened to the floor.

Closure of Harbour Hut

The harbour Hut is closing permanently in mid-October and Diane Fleming inquired whether any provision had been made for a new location of the keys. The committee have been looking at the problem and at the moment the best solution seems to be the use of a key safe at the museum. A final decision will be taken at the beginning of October.

Community Involvement

On behalf of the community in general Councillor Dickinson wished to record her appreciation of the work done by all the volunteers in running an attraction which has become a landmark place to visit in Stonehaven.

George Swapp's Book

There is continuous demand for George's book on Stonehaven street names but stocks in the museum are practically exhausted. Gordon Ritchie stated that a re-print has been run and he will ensure that a further supply is placed in the museum.

Ancestry Research

The question was raised whether there were any local organisations/ individuals who could assist in tracing ancestors as visitors frequently ask for help. The committee responded by stating that there should be a least one business card on the notice board.

Local Souvenirs

Diane Fleming asked whether it was possible to get a supply of souvenirs emblazoned with '*Stonehaven*'. Gwynne Stewart replied that it was difficult to find appropriate suppliers as most restricted themselves to '*Scotland*'. However, Gwynne will investigate further.

Still on the topic of shop sales it is noted that the metal magnets sell particularly well and that stocks are low. Gwynne stated that due to the high price of P & P she has to wait until she is able to make a significant order in order to be cost effective but they will be re-stocked.

Courtyard

George Strang asked who had access to the Courtyards beside the museum. Andrew Newton responded by stating that the Council had only granted STA access to the Outer Courtyard. George disputed this as he believed that STA also had access to the Inner Courtyard. *[Subsequent to the AGM Andrew checked the Access Agreement documents and discovered that up to March 2016 STA only had access to the Outer Courtyard but in April 2016 this was changed to include both Courtyards.]*

The courtyard discussion led onto the current problem of vermin infestation. Experts have been engaged to exterminate a colony of rats and their report highlights the lack of proper waste disposal procedures by the

Tolbooth restaurant. The response from Aberdeenshire Council has been less than adequate and they have even suggested that STA should deal directly with the restaurant. It has been pointed out that they are not our tenant and vermin control is an Environmental Health issue. Councillor Dickinson will investigate the situation.

FES

David Fleming voiced his concerns over the attitude taken by FES employees whilst undertaking maintenance at the museum for Aberdeenshire Council. In the past this has resulted in unsafe working practices whilst the museum has been open to the public. David did receive an apology from a FES supervisor on this occasion but there is a general unease over the performance of this contractor; for example, the fire alarm system is still deactivated after a fault was reported months ago.

Emergency Lighting

The question was raised whether the emergency lighting should be switched on or off on closing the museum. The committee stated that this should be left on and Cressida will send out a reminder to all volunteers.

Rat Poison

It was confirmed that all rat poison has been removed by the pest controller.

Dogs

It was agreed that admittance of dogs is at the discretion of the volunteers on duty but if they are admitted they should be on a leash or carried in their owner's arms.

Finally a vote of thanks was offered to Cressida Coates for all her efforts as Chair.

The meeting closed at 2010 hours.

Andrew Newton
Secretary STA
26th September 2018



Stonehaven Tolbooth Association
Accounts Summary prepared for 2018 AGM
for Financial Year ending 31st March 2018

Income	Core Museum	Extens'n	Fireballs	Lights	Total Amount	Previous Year	Notes
Bank Interest	13				13	29	
Funding - Aberdeenshire Council						4,000	
Funding - Awards, Sponsors, etc	660				660	4,360	
Funding - Minor donations etc	8,092		50		8,142	8,243	1
Gross Sales	6,798				6,798	6,627	
Events/hires	25				25	240	
						-	
Total Income	15,588	-	50	-	15,638	23,499	2

Expenditure	Core Museum	Extens'n	Fireballs	Lights	Total Amount	Previous Year	Notes
Admin/misc expenses	236				236	134	
Web site	46				46	42	
AGM and other meeting expenses	252				252	265	
Publicity & advertising						339	
Volunteer uniforms	174				174	-	
Donations/grants	40				40	167	
display materials/furniture				5,797	5,797	36	3
exhibits/artefacts						20	
Bank charges	50				50	25	
Stock for sales	3,287				3,287	4,007	
Lucky dips	352				352		
Shop equipment etc						73	
Wages						-	
Insurance, H&S etc	350				350	261	
Legal/Architectural etc		11,126			11,126	2,807	4
Conferences/Workshops etc						-	
Total Expenditure	4,787	11,126	-	5,797	21,710	8,177	

Trading Profit/Loss					- 6,072	15,322
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Balances Summary	Total Amount	Previous Year
Cash & Bank b/f	35,520	20,198
Profit/Loss	- 6,072	15,322
Balance c/f	29,448	35,520

Notes

- 1 - donations in clock tower are collected on behalf of Fireballs association
- 2 - overall income down £7861 - largely due to grants previous year
- 3 - lights: £5797 expenditure offset by £4000 grant in previous year
- 4 - extension: £3974 LimeCentre, £7152 architects offset by unspent previous £1193 grant

D. Collie (Treasurer, STA)

Stonehaven Tolbooth Association is a Scottish Charitable Incorporated Organisation (SC043279)