

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 20th August 2014**  
**Resource Centre**

## **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 Curator's report
- 8 Shop report
- 9 Events Report
- 10 AOCB
- 11 Date of next meeting

## **Minutes**

**Present.** Andrew Newton (AN), Cressida Coates (CC), Dennis Collie (DC), Gwynne Stewart (GSt), George Strang (GS), Raymond Milne (RM), Jim Bruce (JB), Clare Thomas (CT) - from 20:00 hrs

**1 Welcome.** Cressida Coates welcomed the trustees

**2 Apologies.** Ian Balgowan

**3 Minutes of previous meeting.**

**a) Acceptance** The minutes of previous meeting were accepted after a small amendment.

**b) Matters arising**

<b>Action Points</b>	<b>Person</b>	<b>Report</b>
Send composite email outlining where stock are kept/completing daily sheets/answering phone/ etc to volunteers	CC	Completed
Provide kitchen roll	CC	Completed
Arrange all details of insurance/payroll/ etc for employment of intern	AN	Completed
Re-order stock from Devon	GSt/CT/AN	Completed
Supply name tags	DC	Completed
Supply new member details to AN	CC	Still to be actioned

**Action Point.** CC to supply new member details to AN

#### **4 Chair's report**

CC reported that she still requires volunteers to two days in late August. Whilst on the subject of the rota GS raised the point whether the intern should appear on the rota as this could stop members asking to go on the list due to the mistaken belief that they were not required. CC assured the committee that the intern does not appear on the draft September rota.

CC had circulated all volunteers seeking additional help for the Harbour Festival on Sunday 24th August but none had been forthcoming. However, the intern will be on duty all day and there will be support from GS, AN, GSt, JB, James Paterson and the Abernethys.

CC has approached the Council about moving the restaurant waste bins for the 24th and this will be actioned by the Council and restaurant.

Willie Munro has consulted with CC about re-locating a painting of Lord Arbuthnot that hangs in the reception area at Viewmount but the committee agreed that there was no desire to install it in the museum and it should be either offered to the Grassic Gibbon Centre or stored in Mintlaw. CC to respond.

Both CC and AN have received an invitation to a day long event at RGU in October.

The intern has been in post for nearly 3 weeks and a review is required of the postholder's performance and the STA's expectations. CC/AN will undertake the review on Friday 23rd at 13:30.

**Action Point.** CC to contact Willie Munro regarding the portrait.  
CC/AN to conduct performance review with intern.

#### **5 Treasurer's report**

DC reported that expenditure for the last 5 weeks was £1,372.78 with income of £2,455.02.

The Treasurer's duties are not made easier by the continuing lack of incomplete and/or inaccurate information on the Daily Record Sheet. For example, the Footfall (probably the most important figure) was missing from the daily sheets on 3 separate days. It is important that the sheets are accurate and correct. DC suggested that donations could be put into a poly bag without being counted but a note recording the date must be included in the bag. CC to remind staff again over the importance of completing the daily sheet.

September is the month when DC settles up with all third party providers and a stock take is required of all items sold on behalf of other organisations. GSt has a list of items returned to the Aberdeen & North East Scotland Family History Society which she will pass to DC

**Action Point.** CC to circulate members again concerning accurate Daily Record Sheets.  
GSt to provide list of returned items to DC  
?? to undertake stock take of 'third party' items

#### **6 Secretary's report**

AN provided the committee with a full account of recent developments in the proposed re-development of the Tolbooth. As many aspects of this project are currently confidential this subject matter was not recorded in the minutes.

There are conflicting reports on exactly what the Council are undertaking regarding the restaurant floor. An email from Kirsty Duncan implied that the complete floor was going to be 'tanked'; however, Ron Davidson (Estates Team Leader) has stated that only the kitchen was going to be treated. Brian Watt and Paul Higson will seek clarification from Alan Whyte on 8th September.

DC and AN reminded the committee that the AGM should be held in September and Wednesday 10th September was selected as the due date.

AN asked that DC supplies the annual, examined, financial report in order that the charity's annual report to OSCR can be submitted.

The handheld counter is beginning to show its age and a new one is required.

AN & RM attended a meeting concerning the Clock Tower just prior to this committee meeting and RM reported as follows:

There have been a large number of delays in completing the project but finally the internals are being fitted out and the scheduled date for handing over the keys is Friday 19th September. It is envisaged that there will be a 'soft opening' followed by an official opening by a local worthy at a date still to be decided. It is evident that a lot of work has been put into the renovation of the building and it is to be hoped that the local community will appreciate the time and effort expended. Aberdeenshire Council has now tabled a draft agreement concerning the arrangements for STA to operate the Clock Tower. This draft is based on a previous document written by STA, consequently there are few unexpected revisions. Nevertheless the document has been circulated around the committee for further comment before acceptance.

**Action Point.** DC to supply financial statement for submission to OSCR.

AN to acquire a new hand held counter.

**Committee** to comment on draft agreement by 31st August.

## **7 Curator's report**

The WW1 display is now complete and together with a very professional video it attempts to demonstrate Stonehaven's involvement in the war, not always to any one's benefit. Wendy Agnew has donated a Home Front tunic jacket which is very good condition and it is now hanging near the entrance.

DC provided a copy of a well researched booklet on local memorials and GS would like to offer the item for sale in the shop. DC to investigate.

JB acquired and installed a bookcase which helps to solve the problem of an overcrowded and untidy table near the auditorium.

**Action Point.** DC to investigate sale of memorial booklet

## **8 Shop report**

Big orders have been received from Glen Appin, Sprint Design and Shulin Yao and there is no requirement for new orders for a considerable period. However, GSt believes that the shop does not cater for boys and will survey the market for ideas.

GSt has also received a number of fleeces, T shirts, sweaters etc from the local company.

## **9 Events Report**

CT has begun to make contact with various organisation in and around Stonehaven offering visits to the museum and/or outreach speakers to local meetings. CT is now waiting for responses and will continue to make other contacts.

DC reported on his 'hosting' of the AfterDark Investigation at which approximately 13 people attended. The event was well organised by the Team Leader and all participants seem to enjoy themselves - it is expected that a report will be submitted to STA in due course.

## **10 AOCB**

Management of the Resource Centre would appreciate an advance list of bookings by the STA and the committee decided on dates for the rest of 2014 (see below).

## **11 Date of next meetings**

The next meeting, which will be the AGM, will be held on **Wednesday 10th September** at the Resource Centre at 1930 hours.

The following dates are the committee meetings for the remainder of 2014:

Wednesday 1st October  
Wednesday 29th October  
Wednesday 26th November  
Wednesday 17th December

Andrew Newton  
21st August 2014

Secretary  
Stonehaven Tolbooth Association.  
(Tolbooth Museum)  
A Scottish Charitable Incorporated Organisation (SC043279)

## **Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Supply new member details to AN	CC
Contact Willie Munro regarding the portrait	CC
Conduct performance review with intern	CC/AN
Circulate members again concerning accurate Daily Record Sheets	CC
Provide list of returned items to DC	GSt
Undertake stock take of 'third party' items	??
Supply financial statement for submission to OSCR	DC
Acquire a new hand held counter	AN
Comment on draft agreement by 31st August	Committee
Investigate sale of memorial booklet	DC