Meeting of the Stonehaven Tolbooth Association Wednesday 29th April 2015 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 Clock Tower
- 11 Update on Tolbooth building
- 12 AOCB
- Dates of next meetings

Minutes

<u>Present.</u> Andrew Newton (AN), Jim Bruce (JB), Tom Macpherson (TM), Dennis Collie (DC), Gwynne Stewart (GSt), Ian Balgowan (IB), Clare Thomas (CT), Cressida Coates (CC), George Strang (GS)

1 Welcome. CC welcomed an almost full complement of Trustees.

2 Apologies. Raymond Milne (RM)

Absent. None

3 Minutes of previous meeting.

a) Acceptance The previous minutes (March 2015) were accepted.

b) Matters arising

Action Points	Person	Report
Supply Netta's and Pam's details to AN	CC	Netta is now on the rota; Pam wishes to
		remain as a volunteer but has a lot of
		external commitments.
Chase invoice (Family History Society)	GSt	Invoice received and now paid.
Undertake stock take of 'third party'	DC	DC has started the process.
items		
Castle tea towels.	GSt	GSt will 'chase' again

4 Chair's report (Cressida Coates)

During the month the museum experienced high visitor numbers (see Treasurer's report).

Tom Walker has joined as a new volunteer and will shortly begin his first day as a guide; unfortunately Ian Shand is in poor health and has had to retire as a volunteer. Our thanks go to Ian for his sterling work and hope that his health improves.

CC attended a Harbour Feasibility Study meeting where she put forward the comments that she had received from our volunteers. CC thought that she had a good hearing and the draft report should be issued in the next few days.

The May rota is now completed and CC is anxious to make progress on the June edition as she goes on holiday on 4th June. CT has offered to co-ordinate the June rota after 4th June.

An email has been received from Eva Ballard of the Resource Centre seeking further booking dates for the Centre (see section 13) and CC will confirm with Eva.

CC also received an email from David Fleming (STP) inquiring whether STA wished to become involved in determining the future of the now empty Court House. After some discussion the committee decided to decline the offer.

Action Points. CC to confirm meeting room booking dates with Resource Centre. **CC** to contact David Fleming and decline offer of involvement with Court House.

5 Treasurer's report (Dennis Collie)

DC reported that the footfall for April 2015 was approximately 2,300 with one more day in the month still to come. This is the highest April total recorded by the museum.

Income in April was £2,319 with an expenditure of £284 (all for stock).

<u>6 Secretary's report (Andrew Newton)</u>

AN has been away for a good proportion of April and the only item to report in this section was a request from Martin Sim (Fireballs Association) to check whether the museum had two spare copies of the 2015 Fireballs booklet. However, the committee is not aware of any such booklet being lodged with the museum.

In last month's secretarial report it was stated that Aberdeenshire Council would not fund a summer intern in 2015. This led to some debate at this meeting and the majority of the committee expressed a desire to explore the possibility of the museum funding a 6/8 week internship during July and August. CC undertook to draft an article/advert for the Leader which will be circulated around the committee.

Action Point. CC to draft and circulate an article concerning a summer intern.

7 Curator's report (George Strang)

GS and JB attended an open day at the Alford Transport museum and found the visit very interesting. Representatives from other local museums also attended and it was good source of 'networking'. Unfortunately minutes from the meeting have not yet been issued. It was noted that Aberdeenshire Council seemed to have a close relationship with the Transport museum.

JB 'rescued' a number of fittings from a shop closing down in Inverbervie and they have been renovated and placed in the far end of the East Room where they considerably enhance the appearance of the room.

ACMS HQ at Mintlaw still seem to be struggling to recruit staff and a consequence is a difficulty in getting HQ to reply to requests, e.g. a key is required for the Law & Order cabinet and there is still no list of the items on loan to STA from Mintlaw. GS is chasing.

Mintlaw have loaned us a Kincardineshire plaque, initially for a year.

The Maggie Law museum closed down on 1st April but it is noted that it re-opened with new volunteers on 25th April.

During April two photographers created a digital visual tour of the East Room and loaded it onto the internet. The pair are returning this Friday at 1030 to discuss the possibilities of a fuller 'visual tour' with GS and JB.

Action Points. GS to 'chase' Mintlaw over missing cabinet key and the list of loaned items. **GS/JB** to meet with digital visual creators.

8 Shop Report (Gwynne Stewart)

2000 postcards have been purchased - 4 x 500 of the top selling images. The Chinese stock is also selling well.

The new representative of Glen Appin is visiting GSt tomorrow (Thursday).

GSt has purchased more lucky dip prizes and some have been wrapped but the bulk of the remainder will be passed to Louise Coates for her attention.

The dinosaurs have been moved around and a new control sheet created.

9 Events (Clare Thomas)

CT has written a number of letters to other organisation but so far has had no feedback.

CT and Liz Johnstone have combined to produce a quiz for older children (10+) and a test run will be made by CT on 10th May. A decision is required on what sort of prize should be offered to the older children; the favoured option is a sweet but care must be taken on allergies.

Christina Wells of Dunnottar Primary wishes to visit in June with her P4/5 class and they want to combine an interest in geology with rock exploration on the beach. CT/GS to co-ordinate.

Cromar Heritage want to combine a visit to the museum with a tour of JB's barns. JB is suggesting 1st or 2nd June.

Action Points. CT/GS to co-ordinate a visit from Dunnottar P4/5 **JB** to organise visit from Cromar Heritage

10 Clock Tower (Provided by AN in absence of Raymond Milne)

The Clock Tower had a 'soft opening' on 4th April and has been open at the same time and days as the museum during the rest of the month. RM has undertaken the duties of opening, closing etc and reports a footfall of 816. There are no outstanding issues at the moment except that

another key and a written procedure list of duties at the Clock Tower are required. It was noted that STA still do not have an operating agreement with Aberdeenshire Council but the latter have provided all the financial/material support that had been previously informally agreed.

Action Point. RM to provide a spare key **AN/RM** to produce a written procedure list

11 Update on Tolbooth (Andrew Newton)

Following a meeting with Aberdeenshire Council and North East Scotland Preservation Trust a project enquiry form has been submitted to the Heritage Lottery Fund (HLF). This enquiry will establish whether HLF is interested in providing funds towards the renovation and extension of the Tolbooth. An answer is expectedly imminently.

A meeting has also been held with the current lease holder of the Tolbooth restaurant and although he is not interested in extending his business he is supportive of the initiative and has offered to provide any catering expertise required during the planning stage.

12 AOCB

TM reported that he had been contacted by Meg Findlay (Stonehaven Folk Festival) asking whether the museum could host story telling during the Festival. The committee were in agreement and suggested that music could also be incorporated. DC will liaise with Meg.

TM suggested the purchase of a printer that could be used as an emergency backup for producing documents in short supply. The committee requested that TM investigates further and circulates a report by email.

Action Point. DC to liaise with Meg Findlay over facilities for Folk Festival.

TM to research purchase of printer.

Committee to consider summer 'gathering' for volunteers

13 Dates of next meeting

The next meeting will be held on **Wednesday 27th May** at the Resource Centre at 1930 hours.

Further dates are:

Wednesday 24th June Wednesday 22nd July Wednesday 26th August Wednesday 16th September (AGM)

Andrew Newton 29th April 2015

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

Summary of Action Points

Action Points	Person
Confirm meeting room booking dates with Resource Centre	CC
Contact David Fleming and decline offer of involvement with Court House.	CC
Draft and circulate an article concerning a summer intern	CC
'Chase' Mintlaw over missing cabinet key and the list of loaned items	GS
Meet with digital visual creators	GS/JB
Co-ordinate a visit from Dunnottar P4/5	CT/GS
Organise visit from Cromar Heritage	JB
Provide a spare key	RM
Produce a written procedure list	AN/RM
Liaise with Meg Findlay over facilities for Folk Festival	DC
Research purchase of printer	TM
Consider summer 'gathering' for volunteers	Committee