

**Meeting of the Stonehaven Tolbooth Association
Wednesday 15th November 2017
Community 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 Clock Tower
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Future dates

Minutes

Present. Andrew Newton (AN), Bill Emslie (BE), Dennis Collie (DC), Cressida Coates (CC), Louise Coates (LC)), Gordon Ritchie (GR), Gwynne Stewart (GS), Tom Macpherson (TM), Clare Thomas (CT), Ian Balgowan (IB)

1 Welcome. CC welcomed the trustees to the November meeting.

2 Apologies. Mary Sutcliffe (MS),

Absent. Jim Bruce (JB),

3 Minutes of previous meeting.

a) **Acceptance.** The previous minutes of 18th October 2017 were accepted.

b) **Matters arising**

Action Points	Person	Action
Issue instruction on Clock Tower monitor	CC	The instructions will be contained in the next 'Volunteers Update' which will be released within the next 2 weeks.
Contact potential donor ??	CT	CT will contact the donor over the offer of a gasmask, WW2 kitbag and lawnmower
Contact Frances Swanston	AN	See Secretary's report
Contact TM concerning links between the <i>Stanehyve</i> and <i>Tolbooth Times</i>	GR	# See below
Look at shop re-design	DC	DC has made a preliminary survey and is now considering the options

There was considerable discussion on the way forward as SHS has 170 members who currently receive *Stanehyve* as a printed copy and the proposal is to issue a joint electronic document to STA and SHS members. GR offered to send TM an electronic copy of his text and a hard copy of any images. TM will work his magic and produce the combined document. This issue should be ready in mid-January/early February after TM and GR have agreed on the final format and content.

Action Points:

CT to contact potential donor re gasmask, kitbag and lawnmower

4 Chair's report (Cressida Coates)

After the last issue of the Tolbooth Times CC received a very positive email from Cllr Sarah Dickinson praising the work of all the STA volunteers.

CC has now received the report from Presly Pest Control concerning the fresh rat infestation in the Inner Courtyard and the report has been forwarded to Louise Cunningham (Aberdeenshire Council).

The committee agreed to open the museum for extra days on 23rd, 24th, 30th and 31st December. On Hogmanay the hours will be 1230 – 1530 and 1900 – 2200. On 1st January the museum will be open from 1100 – 1400 hours.

CC reminded the committee that the annual Christmas Party will be held at the Resource Centre on 6th December starting at 1930 hours.

CC has been in contact with Meghann Logue who wishes to become a volunteer and will also 'chase up' Julie Forbes's application

TM asked for a list of new volunteers from October to present date

All meeting dates until 1st August (see item 12) have been confirmed with Community Centre management.

AN asked whether the circulation of the AGM minutes had raised any comments/corrections. CC stated that no adverse comments had been received and consequently the minutes can be accepted as approved by circulation.

Action Point.

CC to provide list of new volunteers to TM.

6 Treasurer's report (Dennis Collie)

DC reported that in the period 20th October to date the finances were as follows:

Income –	Donations	£568.07
	Sales	577.38
	Guide Donation	30.00

Total - £1,176.42

Expenditure – Stock	£ 648.50
Architect	3960.00
Lighting	4497.10

Total - £9,105.60

DC also pointed out that the footfall for the calendar year to date had broken through the 23K mark with recorded visits of 23,268 for the museum.

6 Secretary's report (Andrew Newton)

There is still no official word from the planning department concerning our application. AN met with the designated planning official and was assured that there are no major issues although another Council official has raised one query. A definitive answer cannot be expected before mid-November.

The electrical work relating to improving the lighting has been 'signed off' by the electrician and the work accepted by Aberdeenshire Council. The mandatory report to the Meikle Carewe Windfarm Community Fund has been submitted.

7 Curator's report (Louise Coates)

Nothing to report except that LC is working on the inventory register.

8 Clock Tower (Andrew Newton)

AN has contacted Frances Swanson, who has taken over responsibility for the Clock Tower from Cheryl Roberts, concerning the non-functioning TV and has been assured that the problem will be dealt with.

Frances raise the issue of a formal MOU between the Council and STA and AN provided a copy of the MOU drafted, but never signed, when the Clock Tower opened. AN would prefer a simple document that outlines the Council's obligations.

Douglas Cusine has been made aware of the problem with the barometer 'sticking'.

9 Shop Report (Gwynne Stewart)

GS has received another order of Lucky Dips and is looking for volunteers to wrap.

CC questioned the range of Tea Towels and GS explained that she is cutting back on varieties that are not good sellers – GS will concentrate on the Doric versions, will not order any more of the castle but will order some of the harbour.

CC said there was some confusion where all the stock was located but GS assured the committee that all essential stock is stored in either the cupboard or the drawers in the shop. CC will pass this information to the volunteers.

Action Point.

CC to inform volunteers on location of stock for shop.

10 Events (Clare Thomas)

There have already been 2 visits in November. Two P4/5 classes came from Dunnottar school (the Thank You cards are in the shop) and a number of guides from the Grampian Region also visited.

Upcoming. Thursday 23rd November P1 class from Auchenblae who want to explore what life was like before electricity. George Strang and BE have offered to help. GS is the 'backstop'.

Wednesday 29th November 2 classes from Arduthie School will visit. GS, IB and George Strang have offered to act as guides with DC as the 'back stop'.

AOCB

GR reported that George Swapp had enjoyed the book launch and 270 copies of the book, out of an initial print run of 500, have already been sold. 40 copies were sold at the museum on the day of the launch.

CC tabled the draft Invitation to Tender (ITT) document for the post of project co-ordinator and then CC and AN tried to inform the committee on the work within the Tolbooth Steering Group. Fundamentally this Group is not functioning well and there are obviously differing opinions within the Group and a focused direction of travel is yet to be agreed. This dichotomy does not help the process of getting additional funding but at the moment STA seems obliged to pursue the ITT process. Both CC and AN agreed that the next meeting (December?) could be the make or break point.

12 Dates of meetings for next 9 months. (All at the Community Centre except the Christmas Party which will be held at the Resource Centre)

6 December (Christmas party)	17 January	14 February	14 March
11 April	9 May	17 June	11 July
			1 August

Andrew Newton
17th November 2017

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Contact potential donor re gasmask, kitbag and lawnmower	CT
Provide list of new volunteers to TM.	CC
Inform volunteers on location of stock for shop.	CC