

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 24<sup>th</sup> October 2018**  
**Community Centre**

**Agenda**

- |   |                             |    |                    |
|---|-----------------------------|----|--------------------|
| 1 | Welcome                     | 6  | Secretary's report |
| 2 | Apologies                   | 7  | Curator's report   |
| 3 | Minutes of previous meeting | 8  | Clock Tower        |
|   | a) acceptance               | 9  | Shop report        |
|   | b) matters arising          | 10 | Events report      |
| 4 | Chair's report              | 11 | AOCB               |
| 5 | Treasurer's report          | 12 | Future dates       |

**Minutes**

**Present.** Cressida Coates (CC), Mary Sutcliffe (MS), Gwynne Stewart (GS), Bill Emslie (BE), Tom Macpherson (TM), Ian Balgowan (IB), Dennis Collie (DC),

**1 Welcome.** CC welcomed the trustees to the meeting, the first since the AGM. In AN's absence, DC agreed to take the minutes.

**2 Apologies.** Louise Coates (LC), Andrew Newton (AN), Jim Bruce (JB), Gordon Ritchie (GR), Clare Thomas (CT)

**3 Election.** The first action of the meeting following the AGM is to elect office bearers (Chair, Secretary, Treasurer). MS proposed re-election of outgoing officers, this seconded by BE and confirmed as Chair: Cressida Coates, Secretary: Andrew Newton, Treasurer: Dennis Collie

**3 Minutes of previous meeting.**

Note: The previous meeting (September) was the AGM and therefore the minutes being reviewed here are those of August

**a) Acceptance.** The previous minutes of 29<sup>th</sup> August were accepted.

**b) Matters arising**

Action Points	Person	
Issue AGM agenda and, for volunteers, the latest update on procedural changes or reminders	CC	completed
Place copy of asset register on museum computer	LC	completed

**4 Chair's report (CC)**

- CC reported that from time to time through the summer it had been difficult to get volunteers, resulting on occasions when only one was on duty. Two new volunteers had come forward through Facebook, but there will be a push to find more, starting with an appearance by GS on Mearns FM tomorrow. CC will approach Jim Henderson to see if he wishes to volunteer (TM to provide Jim's email address).
- Future dates of Trustee meetings: 21/11, 12/12, 16/1, 13/2, 13/3, 10/4, 8/5, 5/6, 10/7 – all in the Community Room at the Centre
- The student seeking volunteering experience will start this Sat/Sun and continue through November

- Jim Logue (Environmental Health) informed CC that the Tolbooth restaurateur would be instructed by letter to remove the compost bin, and that FES would repair the drain. TM noted that recently there seemed to be even more bins and other items in the courtyard.

### **6 Treasurer's report (DC)**

Income –	Barrel Donations	£1,150	
	Gross Sales	1,108	
	James Tyrell Centre	20	(donation from Ian B talk)
	Donations for Fireballs	37	(collected from Clock Tower)
	Total	£2315	
Expenditure –	Stock	£125	
	Admin	41	
	Total	£166	

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

Not available

### **7 Curator's report (CC for LC)**

LC – work continues to complete the asset register.

### **8 Clock Tower (CC)**

- The Clock Tower received a Highly Commended award at the Aberdeenshire Architectural & Landscape Design Awards 2018. The Council was very complimentary about the role played by STA in operating the Clock Tower.
- DC noted that there is some document(s) about the award in the shop area – on top of cupboard behind the till partition

### **9 Shop Report (GS)**

- Several stock levels are getting low so orders will be placed soon. Some poor sellers, including some of the tea-towels will not be re-ordered. No new lines are anticipated.
- DC asked, following invoice from Heritage Society and discussion with GR, whether any stock of Stonehaven Street Names had been taken after the initial twenty; GS confirmed not. GS confirmed that we should take a further batch.

### **10 Events (CC for CT)**

Visit from Mens' Shed scheduled for 25/10 at 13:30

### **11 AOCB**

- CC - key safe has still not been installed, although it seems that the Harbour Hut is continuing on a month-by-month basis. CC will liaise with IB to install key safe.
- BE - lights inside several of the cabinets are not working. BE & TM offered to rectify (replace/repair as necessary) – unanimously agreed by those present
- TM – following a recent visit by someone in a wheelchair, is it possible to have a ramp to provide access to the north room. It was agreed that due to the height and therefore the length of ramp required it was not feasible. As it is a historic building and we do not charge entry there is no requirement to provide disabled access.
- TM – asked for clarification on whether or not we accept new items. CC clarified that we should not accept loans but should accept or consider accepting donated items.
- DC – had attended 2 visits by James Cowie and Helen Chavez of Aberdeenshire Council Museum Services.
  - The Halwell recorder (temp & humidity) was removed offsite, data downloaded, recalibrated and then replaced. In future ACMS would like to download directly to a laptop every 3 months, and only remove the device for re-calibration on an annual basis.

- The original crank (stored at Jim’s since we received a “better” one) was removed by ACMS and returned to ACMS storage. At the same time they picked up a crank-counter from Jim’s, but subsequently discovered from photographs that it was the wrong one, their one still being in the museum. They will want to exchange at some point.
- ACMS stressed that if we no longer require any of their items they should be returned rather than put in storage. For example they noticed that the Range on display is not the one left by ACMS.
- The loan of ACMS items to STA was renewed for a further 2 years. The list supplied and signed should be checked against STA’s inventory – note only 67 items are listed as belonging to ACMS. The curator should contact Helen Chavez in July 2020 to confirm that STA wish to renew the loan again.
- o DC – update on Extension Phase2
  - Kick-off meeting between STA, Ergadia & Council in September was positive
  - Ergadia have since supplied draft project plan and started work on several items
  - Ergadia want to meet with volunteers to get their input. It had been suggested that such meeting could be combined with the next Trustee meeting (21/11) – this was agreed by all present. CC confirmed that the room is booked from 19:00 for our meetings and so trustees will meet briefly at 19:00 prior to the open volunteers meeting at 19:30. DC will liaise with Ergadia and CC to send out invitations to volunteers.
- o DC handed over to CC for curator:
  - Water colour painting of Old Town donated by Ann Halliday, together with completed acquisition form The frame was donated by DC.
  - Completed acquisition form for painting previously donated by Wilma Murray
- o DC requested a copy of the current asset register for use by Ergadia
- o DC had received a pile of LPs from an unknown donor – they are added to the existing pile!
- o DC reminded all that the heater in the shop is on the mains and so will always work; the other heaters are on a separate timer which trips out occasionally. BE/TM said the heater near the wash tubs doesn’t work and he will look at it.

## **12 Date of next meeting**

21<sup>st</sup> November

**Dennis Collie**  
**Stonehaven Tolbooth Association (Tolbooth Museum)**  
**A Scottish Charitable Incorporated Organisation (SC043279)**

## **Summary of Action Points**

<b>Action Points</b>	<b>Person</b>
Approach Jim Henderson for volunteering duties	CC/TM
Receipt of painting & acquisition forms	LC
Copy of asset register to DC	LC
Supply copies of Stonehaven Street Names (notify DC of quantity)	GR
CC will liaise with IB to install key safe.	CC/IB
Update asset register with movement of crank etc	LC
Check accuracy of ACMS listed items	LC
Contact ACMS July 2020 to renew loan	LC
Organise volunteers’ meeting with Ergadia	DC
Check out heater near the wash tubs	BE
Repair/replace cabinet lights as necessary	BE/TM