

**Meeting of the Stonehaven Tolbooth Association
Wednesday 12th June 2019
Community Centre**

Agenda

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|-------------------------------|----------------------|
| 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), Bill Emslie (BE), Andrew Newton (AN), Gordon Ritchie (GR), Clare Thomas (CT), Louise Coates (LC), Ian Balgowan (IB), Douglas Cusine (DCu), Dennis Collie (DC), Tom Macpherson (TM), Jim Bruce (JB)

In Attendance. Emma Jane Wells (Ergadia)

1 Welcome. CC welcomed the trustees and Emma Jane on another wet Wednesday evening.

2 Apologies. Gwynne Stewart (GS), Mary Sutcliffe (MS),

3 Minutes of previous meeting.

a) **Acceptance.** The previous minutes of 8th May were accepted.

b) **Matters arising**

Action Point	Person	Action
Compile stock location list	GS	Still outstanding
Contact KDP to book stall at Recruitment Fair.	AN	Done
Provide ALDL with one hard copy of all <i>Tolbooth Times</i> issues	CC	Back copies have been sent but evidently ALDL did not receive copy of most recent edition. Now sent.
Contact new owner of fishing gear in Courtyard	IB	Done
Place sports medal under lock and key	LC	Done
Discuss Dunnottar Castle image	AN/GS	No longer needs an action
Provide bank details to GR	AN	Done

Action points.

GS to compile stock location list

4 Chair's report (CC)

CC was very proud to announce that STA had received the Queen's Award for Voluntary Service and wished to give a big 'Thank You' to all volunteers, both past and present. CC has also received a large number of congratulate messages from Aberdeenshire Council officers and councillors.

GR is the clerk to the Lord Lieutenant of Kincardineshire and intimated that the presentation vase has already arrived and it is now a matter of arranging a mutually suitable date for the actual presentation to be made by Mrs Carol Kinghorn. It was agreed that the presentation should occur in the Museum and it was up to STA to decide on the list of invitees – naturally all volunteers will be invited. It is hoped to arrange a date in early July. GR will liaise with the Lord Lieutenant.

Action Point.

GR to arrange a suitable date for the QAVS presentation.

5 Treasurer's report (DC)

DC was on holiday for the May meeting so tonight's report covers the period from 11th April to 12th June.

Income -	Barrel Donations	£ 2436
	Gross Sales	1756
	Hire	120
	Grants	47571
	Gift Aid	2621
	Total	£54504

Note- the majority of the income was due to a transfer of assets from the Heritage Society

Expenditure -	Publicity	£ 159
	AGM expenses	242
	Ergadia	5280
	Admin	10
	Lucky Dips	126
	Stock	22
	Insurance	338
	Total	£6177

DCu suggested that some of the funds should be invested in an interest bearing account as money lying in the bank did not attract interest. DC agreed and will investigate options and report back to the next meeting.

Action Point.

DC to investigate interest bearing accounts.

6 Secretary's report (AN)

Negotiations with Aberdeenshire Council over the terms of a new 'Access Agreement' continue. AN, CC and DC met with two AC representatives and it was agreed that a new agreement should be split into 2 separate components:- (1) to deal with the tenancy of the Tolbooth and (2) an operational agreement with the Museum Service. Drafts of both documents have been supplied to the Council and we await a response.

We have finally got action on the failed fire alarm system and a contractor has reported that the Control Panel motherboard needs replacing. This information has been fed to the Council and again we await a response. The out of date fire extinguishers have also been reported to the Council but so far this seems to have been ignored.

Marine Scotland will visit the Outer Courtyard on 27th June in preparation of their participation in the Doors Open Day in September.

Dunnottar Wine will hold a ticketed event in the Outer Courtyard on Friday 12th July and will include a demonstration on coopering. STA are not involved but will receive a donation.

Both events will require the use of JB's gazebo.

Aberdeen University (and others) have produced a short video (ca 4 minutes) on the Pictish fort at Dunnicaer. This video would fit perfectly with other video presentations currently on offer in the Museum and TM will endeavour to obtain permission to use this video. Once permission is granted Tom will undertake some technical wizardly and produce a new combined DVD.

AN requested permission to apply for membership of Kincardineshire Development Partnership (KDP). This is free membership of an organisation that provides help on funding etc. The committee agreed.

Action Points.

TM to obtain permission to use Dunnicaer video.

AN to apply for membership of KDP

7 Curator's report (LC)

LC stated that work was in progress.

AN reported that a pokerwork copy of the Baptismal Jail painting had just been donated and he will send a letter of thanks to Mrs Masson.

One of the consequences of the demise of SHS is that GR has a number of paintings etc. in his possession. He will catalogue these before passing them to STA.

Action Point

AN to write a letter of thanks to Mrs Masson

8 Clock Tower (AN)

Nothing to report apart from the fact that the batteries recently failed in the electronic counter. AN reported that they have been replaced and now, as a matter of routine, he will now replace the batteries at the start of each year.

9 Shop Report (GS) – by email

Shop continues to do well. I'm always happily surprised at the level of sales between my shifts. I had a recent order of castle and harbour tea towels along with castle, harbour and tolbooth magnets. This order should keep us going over the summer.

We have had a recent order of lucky dips which are again well stocked up.

There are a few items from Glen Appin which are becoming a bit low but I will hold off on ordering from them for the next few weeks.

We are really low on a few items from our Chinese supplier but I intend restocking from them soon.

Hope this will keep everyone up to date with the shop.

DC noted that when he studied the last invoice from the Tea Towel supplier that, in effect, STA was selling the towels at below cost price. (*Secretarial note: DC and GS are subsequently in discussion.*)

GR has a large stock of ex SHS books and postcards. He will investigate better ways in which to display the books in the shop; the postcards will be moved to the museum for storage and sale.

BE reported that he has made an arrangement with Keith Hunt (owner of the Granary) whereby STA can store artefacts etc. in the Granary. He and JB will view the premises and endeavour to obtain a key for retention so that STA will have access at all times.

Action Point

GR to consider new ways to display books that are for sale

BE/JB to view storage area and access at Granary.

10 Events Report (CT)

Wednesday was very busy at the museum with visits from the Bridge of Don Over 50's Club, an unexpected group from Perth, a group of French students and the regular Globus tour. The latter was slightly shambolic in so far as the museum's contact details had not been passed to the tour guide by the company. However, the guide now has CT's details so we hope that the situation improves for future visits.

CT, together with DCu, CC and MS, attended a volunteer fair in Fetteresso Church and 6 Mackie Academy pupils signed up. Unfortunately only one turned up for an induction on the following Saturday. CC expressed concerns over whether STA could offer the time and experience that the pupils need but the committee was of the view that these pupils were mature enough to manage their own time sufficient well to fit in with the museum's operating hours. The missing five will be contacted to establish whether they wish to pursue their stated interest in volunteering. The parents/guardians of pupils under 18 will be contacted for their consent.

Action Point

CC to contact potential volunteers and parents/guardians

11 AOCB.

Co-op funding. DCu mentioned that the Co-op had been handing out leaflets about the Co-op Funding scheme and that STA had been encouraged to apply. The deadline is very tight (16th June) but DC agreed to put together an application centred on the purchase of material for our outreach activities.

Eva Swapp CD. TM reported that Mrs Swapp had taken into the museum a CD which held a song composed and sung by her son. TM believes that he can incorporate the song into an existing video – this still needs a bit of work but progress is being made.

Royal Garden Party. DC and TM are the chosen STA representatives for the July event at Holyrood.

Ergadia. Emma Jane provided a summary of recent activities by our consultants:

- The closing date for tenders is 14th June. These will be sifted as soon as possible after the 14th and it is proposed to hold interviews somewhere in the Central Belt in the period 25th to 27th June.
- Ergadia is awaiting the outcome of the application to the Architectural Heritage Fund. Decision day was believed to be 12th June but no information at the moment.
- A workshop on STA's collections will be held in Stonehaven on Monday 24th June.

Action Point

DC to submit an application to the Co-op Community Fund

12 Date of next meeting (Wednesday at the Community Centre at 1930 hours)

10th July

Andrew Newton

14th June 2019

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
Compile stock location list	GS
Arrange a suitable date for the QAVS presentation	GR
Investigate interest bearing accounts	DC
Obtain permission to use Dunnicaer video	TM
Apply for membership of KDP	AN
Write a letter of thanks to Mrs Masson	AN
Consider new ways to display books that are for sale	GR
View storage area and access at Granary	JB/BE
Contact potential volunteers and parents/guardians	CC
Submit an application to the Co-op Community Fund	DC