

Meeting of the Stonehaven Tolbooth Association
Wednesday 4th November 2020
Virtual Meeting via Zoom
(Courtesy of Liz Ritchie)

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 report
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Future dates

Minutes

Present. Cressida Coates (CC), Andrew Newton (AN), Gordon Ritchie (GR), Liz Ritchie (LR), Clare Thomas (CT), Gwynne Stewart (GS), Louise Coates (LC).
Dennis Collie (DC), Douglas Cusine (DCu) joined meeting in time for Shop Report and subsequent agenda..

1 Welcome. CC welcomed the trustees to the first ever virtual meeting and gave thanks to LR for organising the technical logistics.

2 Absent. Ian Balgowan (IB), Mary Sutcliffe (MS), Jim Bruce (JB)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 11th March were accepted

b) Matters arising

Due to covid-19 the museum has been in almost total abeyance since 12th March, consequently there has been little progress on most fronts.

Action Point	Person	Action
Investigate CAT situation.	GR/DCu	Suspended
Contact Rowan Stewart	GR	Suspended
Continue discussions with Coop Community Fund	DC	Completed but DC/GR will continue to liaise with Stewart Aitken
Draft press release	AN	Done (via Stanehyve Magazine)

4 Chair's report (CC)

Covid-19 enforced a complete lockdown during the spring and summer but DC/AN obtained a grant from Museum Galleries Scotland (MGS) to purchase PPE, sanitizers, signage etc. which allowed the museum to re-open in July but this was followed by another shut down when Aberdeen City went into quarantine. Currently the museum is opening on an *ad hoc* basis as and when volunteers offer to staff the premises. Volunteers' reluctance to attend the museum is understandable in the current pandemic situation and CC will take them off the rota list if they feel unable to attend at the moment. However, CC, LC and CT express their opinion that they felt perfectly safe working in the museum.

Footfall is minimal at the moment – if the weather is good the museum may host around 40 in an afternoon; if the weather is inclement the footfall is liable to be around 10.

CT reminded CC that she had been approached by an individual wishing to volunteer and CC will follow up.

CC mentioned that she had seen Mary Sutcliffe in Stonehaven and she is making a slow but steady recovery from her illness.

The Clock Tower remains closed.

Action Point

CC to follow up on new volunteer

5 Treasurer's report (DC)

Although DC did not join until later he provided the following information which is inserted below:

He has not been in the museum since March so there will be a small amount of money to pick up but donations and sales are minimal at the moment.

STA participated in the Co-op Community Fund 2019-20 which ended on 31st October. The Co-op has just finalised their accounts and will award STA a total of £7,772.01. £1,491.75 was paid on 9th April and the balance of £6,280.26 will be paid on 13th November. DC is keeping in touch with Stewart Aitken as STA has a commitment to display some panels in the David Street store along with a bicycle owned by GR. Stewart Aitken is still anxious to help the museum even though we are no longer a beneficiary of the Fund.

6 Secretary's report (AN)

As mentioned by CC we received £771 from MGS for PPE and this was of great benefit in preparing the Museum for re-opening at the end of July.

In September we received a grant from the Coastal Community Fund (via Aberdeenshire Council) for £2,550 which is to help defray the costs of a new 'Life on the Seashore' booklet being edited by DC and the creation and assembly of display posters and frames by GR. These projects have to be finished by 28th February in order to claim the grant.

During October STA was approached by MGS seeking an application by the museum to their Recovery and Resilience Fund. DCu offered to lead with this project and we submitted a request for £9,638 which

would be used to re-focus the museum towards the local community. There are three themes in the application:

- Employ a local historian to research the life and achievements of past Stonehaven individuals
- Employ a consultant to market the museum locally and recruit new volunteers
- Purchase of portable equipment to facilitate our outreach work.

The outcome of the application is unknown at the moment.

There has been no word from Aberdeenshire Council about the lease at the Tolbooth despite two inquiries from STA concerning a meeting date. Evidently the Council is heavily committed to fighting the virus.

7 Curator's report (LC)

LC reported that she had completed photographing all the artefacts in the Entrance Room and is now planning to repeat the exercise for the North Room.

CT mentioned that the information on the air breathing fossil may be out of date as recent investigations have discovered even older fossils elsewhere. CT will review the information and offer suggestions if necessary.

Action Point.

CT/LC to review information on *Pneumodesmus newmani*,

8 Clock Tower report (AN)

Following the March meeting AN went back to the Council in regard to their latest draft agreement which was rejected by the Trustees and it has been taken under review again by the relevant officials.

[DC and DCU joined the virtual meeting]

9 Shop Report (GS)

GS reported that the shop was well stocked and it was confirmed that we were operating on both a cash and contactless payment system.

CC thought that perhaps there were some items with two different prices and GS will investigate.

CT raised the possibility of publicising some of the stock as suitable for Christmas but there were some concerns over whether the museum would be open on sufficient days for potential buyers.

Action Point.

GS to investigate any double pricing.

10 Events Report (CT)

CT participated in a Stonehaven Macular Support Group conference call and this was regarded as a successful event.

CT is happy to open the museum for small groups but at the moment there are no school trips scheduled as most educational visits have been cancelled by schools.

11 AOCB.

Collection Subgroup. GR reported that there had been one meeting before the March lockdown and subsequently he had taken delivery of new display boards. He had also been working on a display panel with the history of the Open Air Pool and this should be ready soon. A similar style would be used for panels on other topics including famous men and women. These will be transferred to the museum when suitable transportation is available.

SHS historical photographic collection. GR reported that the existing collection would benefit from loving care as they are in different sizes, format and have many imperfections. GR asked permission to outsource many of the images to a third party for renovation. The cost from a Laurencekirk company is estimated at £5 per photograph which would include adding text where appropriate. The committee agreed in principle but prefer to see a second quote before proceeding. GR to action.

Stonehaven Shops. Donald Mitchell and GR have been working on a booklet entitled 'Stonehaven Shops 1960-2020'. This is now ready to go to the printers and a printer in Dyce has been sourced who has provided a competitive price for a 1000 copy print run. The intention is to sell at £4.00 per copy. Although many will be sold at the museum GR was re-assured that the website could also handle sales even though it does not have a dedicated on-line shop. Web based sales will carry an additional postal charge of £1.40 (1 or 2 copies to the same address) and GR is happy to dispatch. DCu believed that publicity would be useful and will contact STV.

Lucky Dip. CT suggested that when the Lucky Dip resumes we should provide the children with the quiz sheet and a pencil; to keep both at the end of the hunt. In effect the pencil replaces the plastic lucky dip. The committee believe that it would be appropriate to have the museum's name on the pencils and LR will investigate.

Miscellaneous.

More sales sheets are required. CC to action

The two most recent Stanehyve Magazines are missing from the website. AN to action.

A CRT TV has been donated to the museum and CT/DCu will try to decide on a suitable display area when next on duty.

DCu inquired whether this first virtual meeting would be become a regular feature. Committee agreed.

Action Points

GR to get quote from Sharper Images.

DCu to contact STV regarding the Shop booklet.

LR to source company providing 'named' pencils.

CC to print more sales sheets.

AN to load up missing Stanehyve magazines on website

CT/DCu to decide on suitable display area for donated TV

12 Dates of future meetings

9th December (via Zoom)

Andrew Newton

6th November 2020

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

Summary of Action Points

Action Point	Person
Follow up on new volunteer	CC
Review information on <i>Pneumodesmus newmani</i>	CT/LC
Investigate any double pricing.	GS
Get quote from Sharper Images	GR
Contact STV regarding the Shop booklet	DCu
Source company providing 'named' pencils	LR
Print more sales sheets.	CC
Load up missing Stanehyve magazines on website	AN
Decide on suitable display area for donated TV	DCu/CT