

**Meeting of the Stonehaven Tolbooth Association
Wednesday 17th August 2016
Community Centre – Youth Room**

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 AOCB
- 12 Date of next meeting

Minutes

Present. Cressida Coates (CC), Dennis Collie (DC), Bill Emslie (BE), Jim Bruce (JB), Tom MacPherson (TM), Gwynne Stewart (GSt), Clare Thomas (CT),

1 Welcome. CC welcomed the Trustees

2 Apologies. Andrew Newton (AN), Ian Balgowan (IB).

Absent. Tom Walker (TW)

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 20th July were accepted.

b) Matters arising

Action Points	Action	Action
Complete fire alarm procedures	TW	Still outstanding
Investigate practicality of putting volunteer notices in medical centres.	CC	Still outstanding
Discuss water seepage with Willie Munro	CC	Completed
Contact alternative electrician	DC	Completed - see AOB
Locate existing digital artefact database	CC	Located by CC, Louise will install in Museum computer this weekend
Contact George Strang for advice on curatorial duties	CC	George has agreed, and is working on this
Advise volunteers concerning counting donations	CC	Most now aware and donations are being counted. However it was stated that the purpose of counting is to know the amount in case it "goes missing" but as the note goes

		with the money it would likely go missing also.
Contact Tim Stephen re door problem	CC	Museum to get new door, but no timescale in place
Make inquiries over the exact 'deal' for the Wilson books	DC	This was clarified at the meeting
Investigate creating a new sign for the small flag pole	DC	In progress
Contact treasurer of Mearns Camera Club	AN	done
Contact Frank Budd	AN	Done
Investigate potential sale of garage	AN	Done
Find out more information about Viewmount meeting	AN	Done
Make a new application to the Meikle Carewe Windfarm Fund	AN	Done
Consider printing new leaflet	DC	In hand

Action Points:

CC to contact TW re Alarm Procedures

CC to investigate practicality of putting volunteer notices in medical centres

CC will follow up with George Strang re curator duties & procedures

DC to procure sign

DC to redesign leaflet and submit for trustee approval

4 Chair's report (Cressida Coates)

- CC is producing the Sept rota - the last full month before winter hours
- CC on holiday 18/8 to 27/8
- Rota for Harbour Day (28/8):
 - 10 - 11 Shona & Clare
 - 11 - 1 Shona & Jean
 - 1 - 4.30 Tom M & granddaughter, Beatrice
 JB & his granddaughter will man the courtyard. JB has bought a gazebo (3m x 6m)
 CC, just back from holiday, may be able to attend
- CC said that Tom Watson has resigned from the Board due to other commitments, but will continue as a volunteer.

Action Points: none

5 Treasurer's report (Dennis Collie)

- Since the last meeting total income has been £2682.42, comprising Donations £1103.27, Sales £1179.15, Donation from Lions £300.00. Donations include £17.04 from Clock Tower for Fireballs. During the same period expenditure was £55.87
- footfall - in July the museum opened on 27 days with 3537 visitors
 - in August up to Sunday it opened 13 days with 1776 visitors
- DC will be on holiday 2 - 17 September

6 Secretary's report (Andrew Newton) reported by CC

- Rodney Payne has been contacted, and he has agreed to be the examiner of the accounts
- Frank Budd has delivered 1600 Walking Maps for distribution. The new Stonehaven Brochure will be available in 3-4 weeks

- It is unclear as to whether or not the garage will come onto the market, but our interest has been noted at Connors
- the meeting with Willie Munro on 7th September is not specific to the Museum and AN is doubtful as to its value. AN asks for others to attend.
- David Chouman had promised sight of final plans but failed to deliver. He has confirmed end-Sept for planning permission.
- RADAR - key is now available for emergency use of public toilets - with £1 deposit for key.
- JB has made a box for lucky dips
- Furniture from Total now in JB's sheds. (30+ chairs)
- AN highlighted that gross sales exceeding £5 per annum can be subject to tax. Sales of donated goods and sales of goods supporting the museum's aims and objectives are exempt. So we must be more precise in how we record sales. AN & DC to produce necessary changes to forms and procedures.

Action Point. DC to arrange examination of accounts with Rodney Payne
AN & DC to investigate sales exceeding £5k

7 Curator's report

This post is currently vacant.

8 Shop Report (Gwynne Stewart)

- Due to good sales, extra orders will be placed with Glenavon, Chinese goods and lucky dips.
- It was agreed to order a small supply of Museum shirts and fleeces for volunteers. GSt will check existing stocks and order accordingly

Action Point. GSt to order goods as necessary

9 Events (Clare Thomas)

- No confirmation has been received from Granite City Paranormals for their proposed visit. CT will contact them. DC said he will be on duty unless he is on holiday or has some other commitment. George Strang has also indicated he can do part of the evening/night.
- Ladies Probus has booked for June 2017

Action Point. CT to contact GC Paranormals

10 Clock Tower (Andrew Newton)

nothing to report

11 AOCB

- It was noted that 2 separate visitors had been searching for the Geocache
- Aberdeenshire's official storyteller had visited - left her leaflet - may return. CT also has her contact details.
- TM said that a volunteer had suggested a "Last Entry" sign to help get closed on time. After discussion it was agreed to leave it to volunteers to manage the situation, and trustees would monitor to see if any action is required
- "jail" room lights - 2 quotes had been previously received. JB produced another at the meeting. This was no more than a handwritten note with no details other than the price.

JB outlined the proposed system which was different to the others, and different to what had been expected. JB will go back to the Electrical Company (Stensons) for a full specification. TM raised the requirement that lighting must meet building standards for efficiency.

Note: the first 2 quotes were for track style system with lamps that can be moved and directed as required; the latest quote was for 8 fixed lights.

Action Point. JB to get detailed quotation for lighting.

12 Date of next meeting

The next meeting will be the AGM on 21st September, venue to be announced.

Action Point. CC to book venue and notify attendees

Dennis Collie
17th August 2016

Treasurer, acting Minute Secretary
Stonehaven Tolbooth Association
(Tolbooth Museum)
A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
contact TW re Alarm Procedures	CC
investigate practicality of putting volunteer notices in medical centres	CC
follow up with George Strang re curator duties & procedures	CC
Design & procure sign for pole	DC
redesign leaflet and submit for trustee approval	DC
arrange examination of annual accounts with Rodney Payne	DC
investigate sales exceeding £5k recording & procedure	AN/DC
order stock as necessary	GSt
Check existing stock of shirts & fleeces, and order top-up stock	GSt
contact GC Paranormals to confirm booking	CT
get detailed quotation for lighting from Stenson	JB
Book venue for AGM and notify attendees	CC