

# **2021 AGM of the Stonehaven Tolbooth Association**

**Wednesday 6<sup>th</sup> October 2021**

**Stonehaven Community Centre**

## **Agenda**

- 1 Welcome and Registration of Attendees
- 2 Previous AGM minutes
- 3 Chair's Report
- 4 Treasurer's Report
- 5 Election of new Trustees
- 6 AOCB

## **Minutes**

**Present.** Andrew Newton, Cressida Coates, Dennis Collie, Clare Thomas, David Fleming, Diane Fleming, Mary Sutcliffe, Liz Ritchie. Gordon Ritchie, Colin Davies, Kirsty Williamson, Bill Williamson, Douglas Cusine, Ian Balgowan, Freda Adams, Cllr Sarah Dickinson, Peter Bellarby, Hilary Lonsdale, Jack Stephen, Alex Cormack

**Apologies.** Diane May, Cllr Mollison, Gary Brindley, Rosalind Russell, Jennifer Jones, Cllr Robertson, John Stevenson, Peter Houghton, Brian Marr, Dawn Black, Mike Robbins, Graham McIntosh, Lachlan MacBean, Lorraine Stewart, Wilma Falconer, Margaret Ross, Frances Watt, Iain Taylor, Louise Coates.

### **1 Welcome**

Cressida Coates welcomed all the attendees and she was glad to see everyone in person. Before proceeding further she asked Ian Balgowan to provide an update on Jim Bruce's health. Ian explained that despite already have received two vaccinations Jim Bruce had been admitted to ARI to a severe case of covid-19. Jim has been receiving oxygen on a long term basis but is beginning to improve; it is thought that Jim will be in hospital for a good few days as he gets very tired. Otherwise Jim is bored with his enforced inactivity so he is definitely on the road to recovery.

### **2 Previous AGM minutes.**

The minutes of the last AGM held on 23<sup>rd</sup> March 2021 were circulated immediately after the meeting and were approved by those attending by 30<sup>th</sup> April 2021.

### **3 Chair's Report (Cressida Coates).**

Sadly, given the restrictions which are still in place we are unable to provide refreshments at this AGM – perhaps we can make up for this lack at the next AGM!

As you all know it is customary for the Chair to provide a summary on what has occurred throughout previous year, however as we had our 2020 AGM earlier this year, this report you will glad to learn will be brief as we only have six months to report on.

In line with Scottish Government Guidelines, we managed to open the Tolbooth, albeit Saturday and Sundays only, from the beginning of May 2021 but at least it was a positive step towards some form of normality.

The Tolbooth was given a good clean in readiness for opening day. Our visitor numbers were good, and it was hoped that visitors would come back and see us.

We maintained the weekend opening through to the end of June to allow us to measure the demand for the museum.

As COVID restrictions were being eased we decided to open longer at weekends adding a Friday and Monday to the mix and this has generally worked well throughout the months of July, August and September although there were few occasions we had to close.

As you all know we are now in our winter season and have reverted to weekend openings with winter times of 12.30 p.m. and 3.30 p.m.

During this time, we have welcomed quite a few more volunteers to the wearing of that special 'red fleece' and we hope they will indeed enjoy their time as a volunteer.

During the last six months we have continued work behind the scenes with some improvements to the Museum. There is new shelving in the North Room which houses some exhibits. A large number of photographs have been re-imaged, and some are placed on new display boards to provide a fresher look and will be revamped periodically.

There is also a new front door and I think we can all agree it is certainly an improvement on the old one.

As we were/are still within certain restrictions it was felt that we should utilise the 'Courtyard' to hold outside events if visitors were nervous about coming inside. But the 'Courtyard' even now has been a bit of a bone of contention, and we all know sadly that in plain terms what that meant was it was a disgrace. These issues were not new and have been going on for years but in light of wanting to hold events in the 'courtyard' more action had to be taken. Improvements have been made but we will need to keep on top of this to stop it happening again.

Outside events were arranged and the topics covered were: -

- Art Competition for P5 – P7
- Story Telling
- Net Making
- Fire Ball Construction
- Bothy Ballads
- Folk Club live

- Mearns FM broadcast live from the courtyard
- Demonstrations on the art of Corn Dolly Making
- Grampian Guild of Weavers and Spinners
- Mackerel Smoking

To name but a few.

At this point I would like to my appreciation to all those involved that made these events happen. To the trustees Clare, Liz and Mary who gave extra time and energy to make these events happen. To the folk that came along and offered their services. To the enthusiastic support of volunteers and friends as these events proved very popular in those summer months and kept visitors to the town entertain.

To our Social media gurus who have kept the Tolbooth Museum current.

The *Stanehyve* publication has continued throughout, and thanks go to Gordon and Liz for all their hard work. This publication has received some very favourable comments over the year.

Our new Shop Co-ordinator has been managing the shop and all appears to be working well.

It is with regret however that our Curator Louise Coates has stepped down from her role (although she has kindly offered to provide any assistance from afar) to pursue her academic career and we all wish her all the best and thank her for all her hard work in the role of Curator.

So how do we (Trustees and Volunteers alike) see the future of the Tolbooth Museum?

- What are our hopes for going forward?
- We are open to learning from all present
- Everyone has strengths which they may like to share or bring to the Museum
- We can build on our commitment
- We can be positive and supportive
- Better communications
- And last but not least a Christmas get together

We all know that these last 18 months have been difficult for us all and we all know things can indeed change very quickly but we have met these challenges with 100 % professionalism and commitment which is not bad for a Voluntary Organisation.

To that end I would like to take this opportunity to express my heartfelt thanks to all the seasoned volunteers who have come back and undertaken duties to keep the Museum open.

To all the newbie's who have come on board to support the Museum and finally to my fellow Stonehaven Tolbooth Trustees my grateful thanks for all the work they undertake.

Thank you.

#### **4 Treasurer's Report (Dennis Collie)**

The financial report covers the year ending March 2021 and was hugely different from the previous financial year.

Due to Covid restrictions, the museum was open on only 14 days, with 467 visitors for the whole year. That compares with the previous year's figures of 223 days open bringing in a total 27,592 visitors.

Hopefully the handout (attached as Appendix 1) is easily understood and I include some explanatory notes.

##### Under Income

The figure for Awards, Sponsors etc. is explained under note 1 at the bottom of the appendix. The significant gross sales figure is almost entirely due to the sales of the *Stonehaven Shops* booklet, and all those involved in the production and sale of the booklet are to be highly commended for their efforts.

The figure under eCard is what is taken via the hand-held card reader, and it is really difficult to separate sales from donations so I just record it all as sales.

##### Under Expenditure

The £886 under Admin is almost entirely the PPE materials (wipes, sanitisers, stands etc.) and was covered by the first MGS grant.

Display materials are covered by another grant

Stock for sales was mainly the printing of the *Stonehaven Shops* booklet.

The final balance includes £41.80 carried forward from the previous year and reserved for the Fireballs organisation.

Douglas Cusine pointed out an arithmetic error (now corrected) and as there were no further questions or comments from the floor Dennis thanked all those involved in the museum operation.

#### **5 Election of new Trustees**

The constitution states that a third of the Trustees have to stand down at each AGM; on this occasion Ian Balgowan, Jim Bruce, Gordon Ritchie and Mary Sutcliffe, who had all been elected on 2017, stood down. However, all four offered themselves up for re-election and as there were no other nominees Cressida Coates proposed that they were all re-elected. The attendees unanimously seconded the motion. Dennis Collie had intimated at the previous AGM that he would be standing down at this AGM but other claims on his time had reduced consequently he was now happy to serve for another year.

The Trustees for 2021 – 2022 are:

<b>Trustee</b>	<b>Year Elected/Re-elected</b>
Ian Balgowan	2021
Jim Bruce	2021
Cressida Coates	2020
Louise Coates	2020

Dennis Collie	2020
Douglas Cusine	2019
Graham McIntosh	2020
Andrew Newton	2019
Gordon Ritchie	2021
Liz Ritchie	2019
Mary Sutcliffe	2021
Clare Thomas	2019

## **6 AOCB**

*David Fleming* requested an update on the proposed extension. *Cressida Coates* explained that the covid-19 situation had delayed the project and although there have been some preliminary discussions with Council officials no significant progress has been made and we appear to be a long way short of a resolution.

*Freda Adams* highlighted the fact that the till float was frequently at variance with the stated sum of £30. *Cressida Coates* will issue a new instruction emphasising the importance of balancing the till with a £30 float at the end of the day. Any excess money should be placed in the donation box with a covering note.

The AGM closed at 2010 hours.

Andrew Newton

Secretary STA

13th October 2021

## Appendix 1 Stonehaven Tolbooth Association - Financial Summary for FYE 31st March 2021

Income	Core Museum	Fireballs	Total Amount	Previous Year	Notes
Bank Interest	440		440	-	
Gift Aid from HMRC			-	2,729	
Funding - Aberdeenshire Council			-	-	
Awards, Sponsors, Donations etc	12,303		12,303	55,126	1
Minor donations etc	337		337	10,084	
Gross Sales	4,168		4,168	7,670	3
eCard Sales/Donations	497		497	686	3
Events/hires			-	480	
<b>Total Income</b>	<b>17,745</b>	<b>-</b>	<b>17,745</b>	<b>76,776</b>	

Expenditure	Core Museum	Fireballs	Total Amount	Previous Year
Admin/misc expenses	886		886	1,339
Web site	56		56	49
AGM and other meeting expenses			-	793
Publicity & advertising			-	160
Volunteer uniforms			-	70
Donations/grants			-	-
display materials/furniture	3,997		3,997	113
exhibits/artefacts			-	-
Stock for sales	2,020		2,020	4,363
Sales P&P	59		59	
Lucky dips			-	474
Shop equipment etc			-	-
Wages			-	-
Insurance, H&S etc	467		467	338
Legal/Architectural etc			-	9,900
Conferences/Workshops etc			-	-
<b>Total Expenditure</b>	<b>7,486</b>	<b>-</b>	<b>7,486</b>	<b>17,598</b>

<b>Annual Trading Profit/Loss</b>	<b>10,259</b>	<b>-</b>	<b>10,259</b>	<b>59,178</b>
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Balances Summary	Total Amount
Cash & Bank b/f	104,123
Profit/Loss	10,259
<b>Balance c/f</b>	<b>114,382</b>

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### Note 1 (awards, sponsors etc)

MGS (Covid protection)	755
MGS (Covid restart)	3,776
Coop (Various)	7,772
	<u>12,303</u>

### Note 2 (final balance)

no income for Fireballs, £41.80 c/f from previous year

### Note 3 (direct & internet sales)

approximately £4400 from sale of Stonehaven Shops booklet