

**Meeting of the Stonehaven Tolbooth Association
Wednesday 8th May 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),

In Attendance. Emma Jane Wells (Ergadia)

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

2 Apologies. Gwynne Stewart (GS), Douglas Cusine (DCu), Mary Sutcliffe (MS), Dennis Collie (DC), Tom Macpherson (TM)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 10th April were accepted.

b) Matters arising

Action Point	Person	Action
Issue protocol for recording private visitor numbers	CC	Now in draft form and to be circulated to Trustees before issuing
Collaborate in circulating final (?) publication of <i>Stanehyve</i> .	GR/CC	Due to pressure of other business this has been delayed – See AOCB
Contact Craig Elliot re Access Agreement	AN	See Secretarial report
Invite MSS to participate in Open Doors Day	AN	Done
Submit a proposal to Stonehaven Town Centre Improvement Group	AN	See Secretarial report
Create an evening rota for Globus Tours	CC	CC will issue a mini rota for Wednesday evenings on the understanding that Globus may not visit every Wednesday.
Seek opinions on a change of name	Committee	Ongoing
Investigate storage options	GR/BE	BE has found a secure location at the Harbour and GR has found space for SHS documents/photographs etc.
Contact Ian McGregor	CC	CC met with Mr McGregor last week and explored possibilities of displaying information on Colonel Farquhar. The offer to STA is a free of charge display board although production is delayed

		until information from the museum in Singapore is received. McGregor has also been in touch with the Stonehaven library and there is a possibility of a display on the first floor.
Discuss how to promote the museum	MS/CT	Ongoing
Contact wedding couple with the STA offer	CC	Done
Decide on infestation action.	BE/CC	CC contacted Environmental Health with the information provided by BE and they will visit the restaurant with the demand that the waste bins are cleaned and deployed properly.
Compile stock location list	GS	Unknown.

Action points.

GS to compile stock location list

4 Chair's report (CC)

A couple of new volunteers have been recruited.

The May rota is out and there are a number of gaps at the moment but they are filling up gradually, week by week.

5 Treasurer's report (DC)

Due to the fact that DC is on holiday there is no Treasurer report this month.

6 Secretary's report (AN)

AN made contact with Craig Elliot who had not seen the new agreement and apologised for the lack of consultation; Craig promised that the dispute would be treated as a matter of urgency. 10 days later AN was contacted by Fiona Clark (ACMS Development Co-ordinator) with the promise to review the situation at the start of wb. 29th April. Still waiting for a response! (13 days and counting).

AN submitted a proposal to Aberdeenshire Council for consideration by the Town Centre Improvement Group but quickly got a 'dusty' answer on the basis of:

- Didn't fulfil funding criteria (AN would dispute this)
- There is no money for Stonehaven as it appears that the funds will be allocated further north.

KDP are running a Volunteer Recruitment Fair on 6th June and DCu, CT, CC and MS have volunteered to man the stall. GR has a folding display board which will be very useful on the day (contact GR nearer the time). AN to contact KDP.

AN has received a request from Agency for the Legal Deposit Libraries (ALDL) for a hard copy of all *Tolbooth Times*. CC will respond.

AN requested an update on the fishing gear currently located in the Outer Courtyard which should have been removed by the end of April. IB stated that this gear had been transferred to a third party who may be unaware of the agreement made with the original owner for the winter storage. IB will contact the third party.

Action Points.

AN to contact KDP to book stall at Recruitment Fair.

CC to provide ALDL with one hard copy of all *Tolbooth Times* issues.

IB to contact new owner of fishing gear in Courtyard

7 Curator's report (LC)

LC will be responding to the offer of a cannonball and tunic button found on Stonehaven beach.

A sports medal has been donated to the museum and the initial suggestion was to show it in the area around the 'School Display'. However, volunteers raised concerns over the security of an item on open display. The committee agreed that the medal should be located in the locked trophy cabinet in the reception room.

Action Point

LC to place sports medal under lock and key.

8 Clock Tower (AN)

The TV showing the panoramic view of Stonehaven does fail fairly frequently but just needs to be re-booted (main electrical switch in cupboard under the monitor).

9 Shop Report (GS)

No report.

It was reported that the last tea Towel depicting Dunnottar Castle has been sold and as it was the only 'local' Tea Towel was it possible to order more? AN thought that there was an issue with the colour rendition of the image but would consult with GS.

Action Point

AN and GS to discuss Dunnottar Castle image.

10 Events Report (CT)

Up and coming events include:

1. A VisitScotland FAM group have requested to visit on Thursday 16th May. This is a group of 13 from various VisitScotland Information Centres who wish to view what the museum can offer visitors. Dcu is already on duty but CC will ensure that Douglas has back up on the day.
2. On 25th May the museum will be open between 1700 and 1900 hours for a private wedding party. CC will be in attendance.
3. On 28th May the Invercarron Arthritis Group will visit.
4. Bridge of Don Over 50's Group will visit on Wednesday 5th June. This is an afternoon visit during opening hours but GS and George Strang will be available as extra staff.
5. On Monday 9th September we are expecting 53 members of the Friends of the Norwegian Maritime Museum to attend. More details nearer the event.

11 AOCB.

Stonehaven Heritage Society (SHS). GR updated the Trustees on the Society situation. At the AGM on 24th April, which was attended by 25 members, a resolution to dissolve the organisation and transfer all assets to STA was unanimously approved. GR has contacted OSCR and they have approved this action. SHS now has 90 days in which to complete all financial arrangements. One slight problem is that 57 individuals made their annual £10 subscription despite being informed that SHS was being dissolved.

Arrangements are now being made to repay these subscriptions. GR asked for STA's bank details and in the absence of DC AN agreed to provide the details.

GR provided a summary of some of the items that will be transferred:

- Postcard collection – approx. 400
- Photographs – approx. 400
- Back copies of *Stanehyve* magazine
- Bound volumes of *The Leader* – 1930-1978
- Valuation Rolls
- Collection of Stonehaven Guide Books

All the work involved in winding up the SHS means that there will be a delay in the production of the final edition of the *Stanehyve* magazine.

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

- A submission for funding has been made to Architectural Heritage Fund (AHF) and a response is expected on 12th June
- A new project timeline has been produced
- Consultations have been held with both NESFLAG and Aberdeenshire Council over the variation to the original brief and initial responses are positive
- It is hoped to place an Invitation to Tender for architects on the Public Contracts Scotland website by 12th May
- Chargeable work by Ergadia will be restricted until the outcome of the AHF application is known

Action Points.

AN to provide bank details to GR.

12 Dates of meetings (All Wednesdays at the Community Centre at 1930 hours)

12th June 10th July

Andrew Newton
9th May 2019

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

Summary of Action Points

Action Point	Person
Compile stock location list	GS
Contact KDP to book stall at Recruitment Fair.	AN
Provide ALDL with one hard copy of all <i>Tolbooth Times</i> issues	CC
Contact new owner of fishing gear in Courtyard	IB
Place sports medal under lock and key	LC
Discuss Dunnottar Castle image	AN/GS
Provide bank details to GR	AN