

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 17th November 2021**  
**Tolbooth Museum**  
**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 CAT and Grants - update
- 8 Events report
- 9 Collections report
- 10 Curator's report
- 11 Shop report
- 12 Clock Tower report
- 13 AOCB
- 14 Future date

**Minutes**

**Present.** Cressida Coates (CC), Andrew Newton (AN), Dennis Collie (DC), Douglas Cusine (DCu), Ian Balgowan (IB), Liz Ritchie (LR)

**1 Welcome.** CC welcomed the trustees to the first trustee meeting after the AGM.

**2 Apologies.** Gordon Ritchie (GR), Louise Coates (LC), Graham McIntosh (GM), Jim Bruce (JB), Clare Thomas (CT), Mary Sutcliffe (MS),

**Appointment of Office Bearers.**

Following the recent AGM the Committee had to elect/re-elect the Office Bearers for the next 12 months.

<i>Post</i>	<i>Nominated</i>	<i>Proposed</i>	<i>Seconded</i>
Chair	Cressida	Dennis Collie	Ian Balgowan
Secretary	Andrew	Cressida Coates	Dennis Collie
Treasurer	Dennis	Andrew Newton	Ian Balgowan

There being no other nominations the three Office Bearers were re-elected

**3 Minutes of previous meetings.**

a) **Acceptance.** The previous minutes of 25th August were accepted

b) **Matters arising.**

<b>Action Point</b>	<b>Person</b>	<b>Action</b>
Inquire about Corn Dolly expenses	<b>CT</b>	Done
Contact Geordie Murison	<b>MS</b>	Done
Purchase bunting	<b>CC</b>	Done

Cost appropriate donation boxes.	<b>Trustees</b>	AN tabled a brochure with examples and DCu believed that another source was Ebay. DCu to investigate
Identify a suitable venue for AGM	<b>CC</b>	Done
Provide plan of Stonehaven circa 1800	<b>GR</b>	Progress unknown

CC intimated that the minutes of the AGM had been circulated for approval and as no comments had been received the minutes are accepted.

### **Action Point**

**GR** to provide plan of Stonehaven circa 1800

### **4 Chair's report (CC)**

There continues to be a slow trickle of volunteers offering to help out at the museum and Cressida is in the process of meeting them all whenever mutually convenient.

On 29<sup>th</sup> October the museum was used by a film unit recording the life of James Burnett who was a judge and who advanced pre-Darwinian theories on the origin of species. The film company will provide stills that can be used on our website and full credits will be displayed in the finished production.

### **5 Treasurer's report (DC)**

DC provided the committee with a summary of financial activity from 6<sup>th</sup> October to 17<sup>th</sup> November.

#### **Income**

Digital Sales	39.95
Shop Sales	183.70
Aberdeenshire Council (Grant)	2550.00
Barrel Donations	231.10
	<b>£3004.75</b>

#### **Expenditure**

Postage	1.53
	<b>£1.53</b>

### **6 Secretary's report (AN)**

Contractors working for Aberdeenshire Council wanted access for inspection for:

- Legionnaire's Disease – access denied as the museum has no water tanks.
- Electrical Safety – after access and minor work the museum was declared safe.

We received notification of a planning application relating to Ron Leiper's shed. No further action required.

The National Childbirth Trust requested a donation towards their Christmas raffle. We are unable to oblige as it is out with our charitable status.

Museum Galleries Scotland have requested a follow up virtual meeting on 30<sup>th</sup> November to gauge the success of their last grant.

Martin Sim has written a 'History of the Fire Balls' and will place copies in the museum for sale. This will be on a sale or return basis. Price will be £5 and all proceeds will be paid to the Fire Balls Association – (no 'cut' for STA).

## **7 CAT and Grants – update**

CAT – (email from GR)

*I have completed the draft CAT form together with supporting Statement and this is attached for approval. We just need to add to the Statement some additional info on the Trustees, maybe 3 or 4 lines on each, similar to what I have added for myself. I have not put in all Trustees but can do so if required. Please send the info to me.*

*Liz has drafted the Business Plan and I propose we lodge the one for the whole building and courtyard only. We need to include the Restaurant in the CAT as the building cannot be repaired or extended without the Restaurant moving out and we need to be able to control that situation.*

*We are due to meet online with the Council on Friday 26th at 2pm. I would like to lodge the CAT application before then and that will show that we are serious in taking over the whole building and moreover strengthen our hand in arguing that the Council should not be granting a new Lease of the Restaurant from May 2022. There may be some time to go before the CAT process can be agreed but this is the first step only. We can meet before the 26th if we wish in order to finalise the application.*

*There may be some who think that taking over the whole building is a step too far. My view is that we have a duty to all members and supporters to move forward and try and achieve the approved extension and this is the next step.*

*Any questions please let me know.*

The committee held a discussion on GR's email. DCu questioned what criteria will be used to value the property and LR posed the question of raising the finances to buy the building. However, the unanimous opinion was that STA should proceed with the CAT as the organisation can always withdraw the application if the financial terms are too onerous. GR to be informed.

## **8 Events report (LR)**

CT reported (via LR) that 12 students from the University of Aberdeen's Elphinstone Institute had recently visited the museum as part of their studies of local culture. Good sales were made and a donation provided.

MS and CT are now planning a Christmas event in the courtyard. Labelled as 'Christmas at the Courtyard', it will take place between 2.30 and 4.30 pm on 18<sup>th</sup> December. All donations will be forwarded to Pillar Kincardine. The Stonehaven Choral Society and the Kilwhang Bell Ringers will provide entertainment and Gary Brindley will substitute for Santa. Helpers are required to erect a Christmas tree and we will need additional volunteers on duty for this Saturday to cover both the museum and the courtyard.

The Old Pier coffee shop has offered to donate all takings received during the hours of the event to Pillar Kincardine.

### **Action points.**

IB to liaise with MS over the supply of an artificial tree.

CC to circulate poster to all volunteers.

## **9 Collection Report (GR by email)**

*The Collections Sub Group comprises me, Cressida, Louise, Clare and Douglas and last met before lockdown in March 2020. We had reviewed the Museum collections and identified areas for changes. Since then there are new panels for photos and display boards but more still to be looked at.*

*Can I suggest a meeting of the Group and anyone else who wishes to join. Next Wednesday 24th at 2.30 suit?*

Unfortunately CC and DCu cannot make this date. CC to contact GR and re-schedule.

### **Action Point**

CC to contact GR and re-schedule proposed meeting date.

### **10 Curator's report (LC)**

LC is now studying at Bath University but is happy to assist from a distance. The committee thanked LC for her offer and are content that she liaises through CC.

### **11 Shop report (LR)**

The process of rationalising stock has continued and the number of Tea Towels on offer will be reduced. MS has made up bundles of slow selling products and these are now offered at reduced prices.

DC has put 10 Folk Club CDs on the counter for sale.

### **12 Clock Tower report (AN)**

Nothing further to report from the Council. The balustrade lights still appear to be out and the clock face is 'clouded' in the 90° to 180° quadrant.

### **13 AOCB.**

*Christmas Party.* STA has a tradition of a Christmas party and MS and CT had suggested that the invitations should be extended to all those that had helped out during the summer in the courtyard. DCu would also like to invite shop owners involved in selling 'Stonehaven Shops' and who were unable to attend the original thank you event early in the year. CC will contact David Fleming and ask if St James's Hall is available on 15<sup>th</sup> December.

*QR codes.* LR has discovered some plaques relating to Robert Burns that contain QR codes. DC will install a couple in the museum as a trial run.

*Model Fishing Boat.* IB reported that David May is willing to donate a model of the fishing boat *Superb* (A611). The committee thanked David and IB will progress the offer.

*Cabinet Lights.* DCu reported that the cabinet lights were not responding to the remote control but LR informed the meeting that they work if switched on by using the switch inside the cabinet.

*TLP video.* The marketing consultancy was commissioned to produce a video and this is now in draft stage. CC will circulate to all who appear in the video for comment. The production company have offered to improve the final version by adding some location footage which would complement the narrative. A decision will be reached after costings are received.

### **Action Points.**

CC to contact David Fleming

IB to contact David May

### **13 Date of future meeting**

8<sup>th</sup> December in the museum.

**Andrew Newton**  
**20<sup>th</sup> November 2021**

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

**Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
Provide plan of Stonehaven circa 1800	<b>GR</b>
Liaise with MS over the supply of an artificial tree.	<b>IB</b>
Circulate poster to all volunteers	<b>CC</b>
Contact GR and re-schedule proposed meeting date.	<b>CC</b>
Contact David Fleming	<b>CC</b>
Contact David May	<b>IB</b>