

Meeting of the Stonehaven Tolbooth Association
Wednesday 29th June 2022
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), Louise Coates (LC), Ian Balgowan (IB), Liz Ritchie (LR), Dennis Collie (DC)

1 Welcome. CC welcomed the Trustees to the meeting.

2 Apologies. Jim Bruce (JB), Graham McIntosh (GM), Gordon Ritchie (GR), Douglas Cusine (DCu), Clare Thomas (CT), Mary Sutcliffe (MS)

3 Minutes of previous meetings.

a) Acceptance. The previous minutes of 1st June were accepted

b) Matters arising.

Action Point	Person	Report
Place a volunteer advert on Facebook	LR	Done once, will put up a repeat article
Continue discussions on new gazebo	STA	This is an ongoing discussion
Check shop items listed in Treasurer report	MS/CT	See shop report
Liaise with Lindsay Richardson	AN	Lindsay has visited and taken photographs. Liz will inquire about images from the castle when the pair are on duty together.
Inform Area Committee Councillors on current CAT situation	GR	Situation unknown
Inform Diane Henderson (AC) that constitution has been changed.	GR	Done

Action Points.

STA to continue discussion on new gazebo

GR to update on information provided to Area Committee

4 Chair's report (CC)

There will be 2 new starts on the July rota – Lindsay Petrie and Patricia Roden. CC is chasing another couple of offers from potential volunteers.

The July rota is looking very promising and CC will put a copy into the museum diary.

CC reminded the committee that the museum will be closed on Friday 15th July for a wedding. To be noted on museum media.

Action Points.

CC to place copy of rota in diary

LR/AN to announce Friday closure on media sites.

5 Treasurer's report (DC via email)

The summary of financial activity for the period 1st to 31st May is as follows:

Income

Barrel Donations	744.57
Digital receipts	240.45
Cash Sales	248.25
	<hr/>
	£1233.27

Expenditure

Stitch n Print (2 fleeces)	45.00
Andrew (DVD Player)	19.97
Insurance	478.79
	<hr/>
	£543.76

DC reported that the card reader functioned properly during the period as all digital payments recorded on the daily sheet matched the settlements from Goodbox.

6 Secretary's report (AN)

OSCR have confirmed that they have received notifications of the changes to the constitution and they are duly noted in their files.

A sample of a new product line (tin of Stonehaven sea salt) was placed in the shop and was promptly sold. AN to provide LR with details of supplier so that Liz can explore stocking the object and on what basis.

The Harbour Festival will take place on Sunday 28th August; AN to contact Wes Lewis concerning arranging a mackerel smoking demonstration on that day.

Action Points

AN to supply LR with contact details of sea salt supplier

AN to contact Wes Lewis re 'smoking'.

7 CAT and Grants (GR)

Diane Henderson has responded to GR and stated that the STA CAT request will be re-submitted to the Asset Transfer Committee.

8 Events report (CT) (vis email)

We have had several school visits in the last few weeks with a final one from Arduthie tomorrow. All being well I should be there but it would be good to have a couple more people available. We've had visits from Dunnottar (2), Mill of Forest (3) and Arduthie will complete the set. Obviously there will be no more while the holidays are on but it would be helpful to have a list of people who enjoy doing a school visit so they can be called on at short notice if necessary. Thank you to all the volunteers and to those who stepped in on Monday!

In June we had the Story telling and the art competition both of which were successful. We had 74 entries mostly from Dunnottar and Mill o Forest. I don't think anything has been decided about what to do with the large poster. Thoughts?

On Sunday we had the weavers and spinners and I have no idea how that went but big thanks to everyone who helped set up and clear away.

My main comment would be that being away and then ill made it very difficult to liaise and get extra help. I realise that Cressida has people's contact details but maybe the events ladies could have a paper list of volunteers who could step in if called on.

There is a folk festival event on 17th July and the Poetry festival 4-6 on 30th July. Neil Young has promised that he will be there about 3 to help set up and will bring chairs as well as the ones we have. He assures us that they will help clear up. I asked about a donation but he didn't make a response apart from to say they are now a registered charity! Anyway extra help will be required for those events. I definitely won't be there on 30th

Follow up to the above.

LR has received a quote from Mearns Art gallery to frame the large Art Competition poster and AN has independently sought advice from Men's Shed. The poster will definitely be framed. LR has suggested a photographic image be taken so that it could be used on Tea towels etc. AN will examine whether he can obtain a satisfactory image.

CC will put a contact list into a file above the till to enable a quicker way of contacting volunteers when a last minute problem arises.

Below is extracted from the previous minutes as an aid towards identifying potential forthcoming events:

- *Newtonhill Junior Pipe Band (early July)*
- *A repeat of last year's net rigging and fireball construction*
- *A repeat of last year's fish smoking*
- *Children's entertainment by Angus and Gary*
- *Summer concert by the Bell Ringers and Mearns Singers (?)*
- *Folk Club event for Ukraine (?)*
- *30th July Neil Young and the Writers*
- *17th & 18th September Doors Open Days*

The 8th July will be keep free as that is the Folk Festival weekend.

The museum will be closed on Friday 15th July for a private wedding.

Action Points

CC to place contact list into file

AN to consider making a photographic image of poster.

9 Collection Report

David Ross has visited the museum again to measure up the detectorist cabinet in order to provide an angled view.

10 Curator's report (LC)

LC is gathering up all the paperwork associated with artefact donations received over the last few months.

11 Shop report (LR)

LR reported that there are supply problems in obtaining selected items. Sprint Design (Tea Towels) is unable to source the necessary material required to produce the towels; they acknowledge the order from the museum and will fulfil once their own supply chain is working again. Glen Appin (Dunnottar Castle magnets) has requested confirmation of the existing image. LR to liaise with Gwynne Stewart who was the trustee previously responsible for the shop.

Although a couple of the original postcards are now out of stock the committee felt that there was sufficient numbers of other postcards still left, especially as sales appear to have tapered off. The fall-back position is that GR has a stock of vintage cards that could be sold.

12 Clock Tower report (AN)

Nothing to report

13 AOCB.

Single manning. DC expressed reservations on single manning at the museum. He pointed out that one volunteer had recently dealt with over a hundred visitors and this could be detrimental to their health.

Missing CDs. A recent stock take had shown a discrepancy in the stock levels of Folk Club CDs and numbers recorded as sold. DC was not too concerned about the CDs but pointed out that STA did not know whether artefacts were being removed surreptitiously. The problem over shop items can be resolved by placing behind glass or, in the case of CDs, by only having a blank case on display. Protecting artefacts is more difficult.

Training. It is noted that some volunteers are not following procedures in accepting artefact donations and also the newer volunteers do not know what to expect when hosting school children. Training is required. Two suggestions made: 1 – a list of FAQs, 2 – an evening training session.

13 Date of future meeting

Wednesday 3rd August.

Andrew Newton
2nd July 2022

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

Summary of Action Points

Action Point	Person
Continue discussion on new gazebo	Trustees
Inform Area Committee Councillors on current CAT situation	GR
Place copy of rota in diary	CC
Announce Friday closure on media sites	LR/AN
Supply LR with contact details of sea salt supplier	AN
Contact Wes Lewis re 'smoking'	AN
Place contact list into file	CC
Consider making a photographic image of poster.	AN