

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 26<sup>th</sup> October 2022**  
**Tolbooth Museum**  
**Agenda**

- 1 Welcome
- 2 Apologies
- 3 Mairi Eddie – Community Engagement
- 4 Minutes of previous meeting
  - a) acceptance
  - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 CAT and Grants - update
- 9 Events report
- 10 Collections report
- 11 Curator's report
- 12 Shop report
- 13 Clock Tower report
- 14 AOCB
- 15 Future date

**Minutes**

**Present.** Cressida Coates (CC), Andrew Newton (AN), Ian Balgowan (IB), Liz Ritchie (LR), Dennis Collie (DC), Gordon Ritchie (GR), Clare Thomas (CT), Mary Sutcliffe (MS), Lindsay Petrie (LP)

**1 Welcome.**

CC welcomed the assembled Trustees to the first meeting after the AGM. She also welcomed Lindsay Petrie who is our newest trustee and went on to introduce Mairi Eddie.

**2 Apologies.** Graham McIntosh (GM), Louise Coates (LC), Douglas Cusine (DCu)

**3 Mairi Eddie – Community Engagement.**

Introductions were made all around and Mairi gave a brief resume of her role with Kincardineshire Development Partnership (KDP). She is the Development Officer at KDP and the latter had been approached by STA seeking help to organise and run a community engagement in relation to a CAT being undertaken by STA. Mairi explained that KDP had done a lot of work in this area and were happy to help. She was very optimistic that a successful engagement could be achieved and considerable discussion ensued. *The rest of this section is a summary of actions to be taken.*

- Be transparent and honest
- Write a press article
- Publicise in Bellman, Stunning Stonehaven, Facebook, Instagram and web site
- Write an article for the next edition of Stanehyve Tolbooth Times
- Actively seek comments
- Not all comments will be positive
- Hold at least one drop-in clinic (to be hosted by KDP)
- Hold Stakeholder Event (to be facilitated by KDP)
- Produce a final report on the engagement

It was agreed that GR would draft a press article to be reviewed by Mairi before release. It would be preferable to hold drop-ins at the start of 2023 but KDP will consider the possibility in December if urgent. (The time scale will become more apparent after 17<sup>th</sup> November – see under CAT).

*Mairi then left the meeting.*

### **Action Point**

**GR** to draft press release.

### **4 Minutes of previous meetings.**

a) **Acceptance.** The previous minutes of 10<sup>th</sup> August were accepted

b) **Matters arising.**

<b>Action Point</b>	<b>Person</b>	<b>Report</b>
Continue discussion on new gazebo	<b>Trustees</b>	Ongoing
Inform Area Committee Councillors on current CAT situation	<b>GR</b>	See item 8 CAT
Place contact list into file	<b>CC</b>	Ongoing
Send castle photos to GR.	<b>AN</b>	Done
Contact Miss Mathieson's representative re dictionary	<b>AN</b>	Done
Reply to Diane Henderson	<b>GR</b>	Done
Contact Dawn regarding poster image	<b>LR</b>	Done but no feedback
Book Community Centre for AGM	<b>CC</b>	Done

### **Action Points.**

**STA** to continue discussion on new gazebo

**CC** to place contact list into file

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

CC stated that the first item after the recent AGM was to appoint Office Bearers; MS proposed the *status quo* and IB seconded. There being no further proposals the Chair, Treasurer and Secretary were re-elected.

CC raised the issue of poor attendance by one of the trustees and proposed contacting them to ascertain whether they wished to remain a trustee or whether they would consider standing down to permit a more active volunteer seek election as a trustee. The committee agreed to the action.

At a previous meeting it had been suggested that all members would benefit from training talks about the exhibits and general procedures at the museum. It was agreed that IB would host a talk about the fishing exhibits on 30<sup>th</sup> November between 1100 and 1200 hrs. At the same time operation of the card reader would also be reviewed. GR offered to host a session on the photographic images of old Stonehaven at a later date.

### **Action Point**

**CC** to contact a trustee concerning non attendance

**IB** to host session on fishing exhibits on 30<sup>th</sup> November.

### **6 Treasurer's report (DC via email)**

There was no regular meeting in September so this summary of financial activity covers the period 1<sup>st</sup> August to 30<sup>th</sup> September.

summary activity from	01/08/2022	to	31/08/2022
<b>Income</b>			<b>Group Totals</b>
from Paypal	16-Aug	130.79	esales 130.79
aug - cash donations	31-Aug	1187.18	don 1187.18
aug - cash sales	31-Aug	487.20	sales 487.20
Card sales/donations as reported on daily sheets			378.60
			<b>Total 2183.77</b>

<b>Expenditure</b>			<b>Group Totals</b>
sprint design	11-Aug	264.00	stock 681.52
warning tape for steps	11-Aug	12.68	admin 12.68
Doran (paper bags)	16-Aug	24.22	shop 24.22
Jim B	18-Aug	127.35	stock 70.00
Folk Club (CD sales)	19-Aug	80.00	stock
Chinese Goods (Andrew)	27-Aug	88.50	stock
Sea salt Co	27-Aug	46.67	stock
British Legion	27-Aug	70.00	event
sea salt co	29-Aug	75.00	stock
			<b>Total 788.42</b>

summary activity from	01/09/2022	to	30/09/2022
<b>Income</b>			<b>Group Totals</b>
from Fordoun Ladies	13-Sep	30.00	event 30.00
sep - cash donations	28-Sep	620.81	don 620.81
sep - cash sales	28-Sep	363.65	sales 363.65
Card sales/donations as reported on daily sheets			248.90
			<b>Total 1263.36</b>
<b>Expenditure</b>			<b>Group Totals</b>
Pauline Cordiner	20-Sep	161.20	event 161.20
Visit Scotland	23-Sep	165.96	pub 165.96
			<b>Total 327.16</b>

DC again reported issues with the card reader. On four days the bank account did not match the daily sheets and generated a total loss of £85.

10/9 there were 4 transactions on the sheet - 2 went through and 2 did not - lost £5

12/9 all 3 transactions were lost - £42

23/9 all 3 were lost £11

2/10 only 1 transaction, but it failed - £27

DC cannot identify the precise cause of the mismatches but welcomes the training talks suggested by CC.

## 7 Secretary's report (AN)

Scottish Water installed a separate 15mm water meter on 7<sup>th</sup> October. This is in the cupboard behind the 'Visitor Attraction Pamphlet' holder beside the Office door. The theory is that the water charges for the two organisations can now be assessed separately

## **8 CAT and Grants (GR)**

GR has circulated to the trustees a draft a letter to Aberdeenshire Councillors and will despatch after feedback.

## **9 Events report (CT )**

Forthcoming events:

28<sup>th</sup> October – Quiz night at the British Legion. Enough tickets have been sold to cover the hire of the hall and a number of raffle prizes have been donated. CT was looking for a small PA system and GR offered one in his possession.

7<sup>th</sup> November – A group from Alcohol & Drugs Action will visit the museum at 1300 hrs

Christmas in the Courtyard. For various reasons it has proved difficulty to source organisations able to visit the Courtyard on 18<sup>th</sup> December but the committee agreed to proceed with hosting the event for all volunteers and friends. It will start at ca. 1500 hrs.

Recent event:

25<sup>th</sup> October – visit of 17 individuals from Albyn School Holiday Club

## **10 Collection Report**

Wednesday 3rd November (1400 hrs) has been arranged as the first step in a clear out of extraneous items.

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

LP kindly agreed to assist LC in her curator duties. CC will put the two ladies in contact.

## **12 Shop report (LR)**

The handmade jewellery and Sea Salt tins are selling well.

A new order will be placed for metal magnets.

LR is going to trial the selling of £5 gift vouchers over the Christmas period.

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

Christine Pert and the local Clerk of Works visited the Tower on 16<sup>th</sup> September. The internal fabric has been severely damaged over the last 3 years and there is currently no electricity in the display area. The Council officials made a list of requirements necessary but AN suspects that it may be a while before it can re-open.

## **14 AOCB.**

*Kitchen.* LR reported that the walls and ceiling were showing severe damp. CC will contact FES over the problem.

*Water seepage.* During a recent storm water was observed to seep into the floor area around the Royal Visit cabinet. IB and his son-in-law believe that it might have been caused by a crack in the external stonework. They sealed it up with the appropriate sealant.

*Fire Safety.* DC recently accompanied a fire alarm engineer in the annual fire alarm check and was informed that STA should:

- Have a Fire Risk Assessment
- Have a Fire Evacuation System
- Test the alarms monthly.

### **Action Points**

**CC** to contact FES over damp problems in kitchen

**Trustees** to take action on Fire Safety

### **15 Date of future meeting**

Wednesday 11<sup>th</sup> January 2023.

**Andrew Newton**

**27<sup>th</sup> October 2022**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

**A Scottish Charitable Incorporated Organisation (SC043279)**

### **Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
Continue discussion on new gazebo	<b>Trustees</b>
Place contact list into file	<b>CC</b>
Draft press release	<b>GR</b>
Contact a trustee concerning non attendance	<b>CC</b>
Host session on fishing exhibits on 30 <sup>th</sup> November	<b>IB</b>
Contact FES over damp problems in kitchen	<b>CC</b>
Take action on Fire Safety	<b>Trustees</b>