

# Meeting of the Stonehaven Tolbooth Association (STA)

Wednesday 22<sup>nd</sup> February 2023

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), Ian Balgowan (IB), Liz Ritchie (LR), Dennis Collie (DC), Clare Thomas (CT), Mary Sutcliffe (MS), Lindsay Petrie (LP)

### 1 Welcome.

CC welcomed the assembled Trustees and recorded apologies from 3 Trustees.

**2 Apologies.** Louise Coates (LC), Douglas Cusine (DCu), Gordon Ritchie (GR)

### 3 Minutes of previous meetings.

a) **Acceptance.** The previous minutes of 11<sup>th</sup> January were accepted

b) **Matters arising.**

Summary of Action Points	Person	Report
Continue discussion on new gazebo	<b>Trustees</b>	Ongoing
Place contact list into file at museum	<b>CC</b>	Almost completed
Take action on Fire Safety-risk assessment form	<b>Trustees/ GR</b>	Ongoing
Ensure GM removed from future correspondence recipient lists	<b>Trustees</b>	Done
Contact Frances Watt about Trustee role	<b>CC</b>	See Chair report
Draft press release 11.1.23 – review and comments to GR asap	<b>Trustees</b>	Done
Finalise press release & send to Mairi Eddie of KDP	<b>GR</b>	Done
Review business plan & discuss CAT business plan with Council	<b>GR/LR</b>	Ongoing

Communicate details of CAT proposals to local councillors – informally	<b>Trustees/ LR</b>	Done
Contact History Dept of Mackie Acad.- re senior pupils volunteering	<b>LP</b>	Email sent. Proposed meeting with S1 students
Draft a response to Museum Study Research and send to CC for review	<b>CT</b>	To be drafted
Mannequin – suggestions for next display to CT/MS	<b>Trustees</b>	Suggested oil roustabout. CC & DC have items that could be used
Display panel of Dunnottar Castle to be prepared	<b>GR</b>	Unknown. GR absent
Set date for next meeting of Collections Group	<b>GR</b>	Unknown. GR absent
Discuss takeover of curator role	<b>LC/LP</b>	Waiting for LC to contact LP
Deliver copies of G Swapp book to museum	<b>GR</b>	Done
Get update report of outcome of clock tower visit by Council	<b>CC</b>	See Clock Tower report
Contact Horizon Group about displaying their trophy	<b>CC</b>	Done
Monitor for any water leak next to War Memorial cabinet	<b>DCu/IB</b>	Remedial measures taken on outside wall by IB's son-in-law and on-site workmen. Repairs to be monitored.
Send link of online talk by Lorraine Stewart for distribution to volunteers	<b>LR/CC</b>	Done
Presentation to J Bruce – organise scroll, presentation ceremony, press	<b>CC</b>	Still to organise. See AOCB

#### **Action Points.**

**STA** to continue discussion on new gazebo

**CC** to place contact list into file

**Trustees/GR** to take action on Fire Safety-risk assessment form

**GR/LR** to review business plan & discuss with Council

**CT** to draft a response to Museum Study Research and send to CC for review

**GR** to prepare display panel of Dunnottar Castle

**GR** to set date for next meeting of Collections Group

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

The March rota template has just been issued and this will be the last of the winter schedule. We will move to the summer schedule (1330 to 1630 hrs) on 1<sup>st</sup> April. As we have a number of new volunteers CC will attempt to open 6 days a week.

Francis Watt was contacted concerning becoming a Trustee but she has too many other commitments so has declined the offer. CC will draft a message to all volunteers in the hope of recruiting an individual with skills that will benefit STA.

A display showcasing the award presented to Horizon by Beautiful Scotland on Stonehaven winning the Gold Medal for Best Coastal Town 2022 has been created in the North room. CC thanked IB and LR for their efforts.

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

### **Income**

Cash Sales	£180.00
Electronic sales	124.25
Barrel donations	301.33
<b>Total</b>	<b>£605.58</b>

**Expenditure** Nil

DC explained that STA had funds that were generating little or no interest and he wished to take advantage of savings accounts that were currently offering a significant better interest rates. The committee agreed with this strategy and authorised Dennis Collie to open new accounts at the Skipton Building Society and to move money between the accounts held by STA. The committee also re-affirmed that any withdrawals had to be authorised by at least 2 of the 3 nominated signatories – currently these are Dennis Collie, Cressida Coates and Andrew Newton.

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

The museum has received an email from a Ian Peterkin offering 3 of the original club books of the Stonehaven Miniature Rifle Club which was founded in 1922. GR (via email) voiced the opinion that there was no space available on site and perhaps the county archivist should be approached. LR will be attending a lecture by the archivist and will raise the issue.

16<sup>th</sup> & 17<sup>th</sup> September are the annual Doors Open Days.

With the transfer of the Tolbooth restaurant lease to Paul Mair there are potential opportunities to make greater use of the courtyard. Exploratory discussions are underway with Paul, Maria Lewis and STA to discover if there are mutually agreeable events.

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

In GR's absence there is no report.

DC will participate in a pre-recorded zoom meeting with That's TV Scotland in regards to the STA's CAT request. The recording to be transmitted on Channel 8 Freeview.

## **8 Events report (CT/AN)**

Forthcoming events:

8<sup>th</sup> May is a public holiday to celebrate the coronation of King Charles and Wes Lewis has offered to host a mackerel smoking demonstration in the courtyard on that date. The committee accepted the offer.

There is a booking for a barbeque on 9<sup>th</sup> July which will be organised by Maria Lewis.

There are no other definite bookings for the courtyard at the moment although the Lace Making Group has expressed an interest. However, MS will now begin to compile events for the summer season.

The annual Children's Art Competition will proceed and one suggestion is the theme should be on the 100<sup>th</sup> anniversary of the War Memorial.

## **9 Collection Report**

In GR's absence there is no report

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

No report

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

A new supply of Stonehaven Sea Salt has arrived.

Coronation pencils and notebooks have been purchased for the two children 'hunts'.

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

IB & DCu made a recent inspection of the premises and although it was in fair condition it still requires remedial work. The door key/lock is difficult to operate. CC will contact Christine Pert for an update on progress.

### **Action Point.**

CC to contact Christine Pert re Clock Tower

## **13 AOCB.**

*Kitchen ceiling.* DC reported that although this ceiling had been repaired fresh water stains were appearing which would suggest that the original repair was insufficient. To be monitored.

*Fire Safety Certificates.* DC reported that these certificates have been issued by FES.

*Kincardineshire Scotch Colony.* 2023 is the 150<sup>th</sup> anniversary of this Scotch colony which was founded in New Brunswick. The museum has a small display panel on the colony but Lorraine Stewart has offered to provide new material which could be used to create a larger display on one of the blue boards. LR to liaise.

*New volunteer.* MS will pass to CC details of a Mr Mackie.

*Jim Bruce.* 3<sup>rd</sup> April was selected as the date for a presentation to Jim. CC will liaise with his daughter on an appropriate present and organise the event.

### **Action Points.**

LR to liaise with Lorraine Stewart on Kincardineshire colony

CC to organise Jim Bruce presentation

## **14 Date of future meeting**

Wednesday 29<sup>th</sup> March 2023.

**Andrew Newton**

**1<sup>st</sup> March 2023**

**Stonehaven Tolbooth Association (Tolbooth Museum)**

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

## Summary of Action Points

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Continue discussion on new gazebo	<b>Trustees</b>
Place contact list into file at museum	<b>CC</b>
Take action on Fire Safety-risk assessment form	<b>Trustees/GR</b>
Review business plan & discuss CAT business plan with Council	<b>GR/LR</b>
Draft a response to Museum Study Research and send to CC for review	<b>CT</b>
Display panel of Dunnottar Castle to be prepared	<b>GR</b>
Set date for next meeting of Collections Group	<b>GR</b>
Contact Christine Pert re Clock Tower	<b>CC</b>
Liaise with Lorraine Stewart on Kincardineshire colony	<b>LR</b>
Organise Jim Bruce presentation	<b>CC</b>