

Meeting of the Stonehaven Tolbooth Association (STA)

Wednesday 31st May 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), Mary Sutcliffe (MS), Lindsay Petrie (LP), Douglas Cusine (DCu)

1 Welcome.

CC welcomed the Trustees to the May committee meeting.

2 Apologies. Louise Coates (LC), Gordon Ritchie (GR), Clare Thomas (CT)

3 Minutes of previous meetings.

a) **Acceptance.** The previous minutes of 26th April were accepted

b) **Matters arising.**

Summary of Action Points	Person	Report
Draft a response to Museum Study Research and send to CC for review	CT	Not known
Contact Paula Gibson	MS	Done and useful communications set up with Caitlin Jamison
Create panels for Dunnottar castle and History of Tolbooth	GR	Not known
Inquire about 'Stonehaven the coastal gem'.	AN	Supplies sourced from Charlie Sands
Produce Clock Tower operational guide for volunteers	AN	Done
Draft Fire/First Aid Policy	GR	Still working on policy (info via email)
Inform Environmental Health about presence of furry friends	CC	Done

Action Points.

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

GR to create panels for Dunnottar castle and History of Tolbooth

GR draft Fire/First Aid Policy

4 Chair's report (CC)

An updated list of contact details of volunteers and trustees has been placed in the black folder above the till.

CC is going on holiday and **CT** has kindly agreed to monitor the rota in her absence. There are still gaps in the June rota and staffing problems are compounded by several volunteers being on extended holiday.

5 Treasurer's report (DC)

Income

Cash Sales	£315.25
E card receipts	233.69
Barrel donations	546.00
Amazon donation	5.00
Total	£1099.94

Expenditure

None

DC commented that all electronic payments recorded on the daily sheet matched with data provided by our digital payment provider.

6 Secretary's report (AN)

AN applied for, and received a grant of £300 from Stonehaven Lions. There is a possibility of a further grant from the Harbour Festival committee but that may be problematic. A request for a grant and a raffle prize has been submitted to Macphee's but there is no indication on a decision timetable.

Katherine Davidson is studying for a Master's degree at the University of Glasgow and wishes to engage with volunteers and trustees in preparation for her dissertation. Committee agreed and **DCu** and **DC** are willing to speak to her.

The barbeque scheduled for 9th July in the Courtyard has been cancelled.

STP, the operators of the Land Train, have asked whether **STA** would sponsor the train to the tune of £80 – as in previous years. The committee agreed.

PAT testing has been carried out and two 'faults' were itemised. Both related to cables being joined and then the joints being protected by insulating tape. **AN** to sort.

The public toilets are again shut and this causes undue stress to our volunteers who have to field requests to use the museum toilet. **AN** to speak to Council.

Action Points

AN to contact Katherine Davidson

AN to confirm sponsorship to **STP**

AN to sort minor cabling fault

AN to contact Council re public toilets

7 CAT and Grants (CC and LR)

Both CC and LR had a productive meeting today with Heather McRae of the Economic Development Unit. In general terms Heather seemed quite relaxed over the CAT but she gave some pointers towards how the final application could be improved.

- More information on how and when STA was formed
- The history from the closure in 2011 and the efforts since
- Put all the information into one document, this includes the financial business plan
- Downplay the significance of the new build. Stress this is a long term vision and not relevant to the current CAT.
- Advance reasons for wishing to own the whole building
- Wants to see a 'sinking fund' for repairs

There was some discussion over the £55K currently held by the Council and how to achieve VFM when it is used but this is not part of the CAT and is for further discussion before repairs commence.

Heather felt that CAT discussions could be improved if the new restaurant lease could be freely discussed by the Council and STA but she is looking for a release from Paul Mair before tabling the lease. STA will pursue.

8 Events report (CT) via email

We had a successful day on 28th May with the Mackerel smoking. Thanks to Mary and Andrew who rattled the buckets and went home smelling fragrant!

We have a few groups visiting in June:

3rd Auchenblae Heritage

5th Banchory St Ternan's Church at 1pm. They would also like to look inside the clock tower. Is that possible?

13th Kinneff WI at 1.30. This is a Tuesday and I have granddaughter till I drop her In Laurencekirk at 1pm. Can someone else give a hand please?

14th Bourtie WI at 3pm.

I am down as volunteer on 5th and 14th.

A geography teacher from Mackie came in on Sunday and would like to bring one or more groups in. Particularly interested in fossil and geology. She will be in touch.

Mackie students boxes. Hopefully Lindsey can describe them and we will need to find a place to put them. They will be better viewed from above I think so maybe on the pews?

There is a lace making demo on 17th June.

Elaine the corn dolly lady will come on 29th July and do two demonstrations lasting about an hour each. She charges £60 for each which includes her travel expenses. She asks if we can provide a couple of tables. (as well as chairs). She can bring a table as well. (Could ask if we can borrow from St James).

Mary has booked the Legion for a quiz on Friday 27th October. Details to follow.

Ian pointed out that we have used all the plastic bags he supplied. Do we want to get any more or is that contrary to our eco friendly ethos? I wondered about approaching coop.

Committee Comments

£211 were raised at the mackerel smoking demonstration

3rd June – Auchenblae Heritage. IB and MS will be in attendance from 1300 hrs.

5th June – Banchory St Ternan's. No problem in opening the Clock Tower.

13th June – Kinneff WI. IB will help out

LP has viewed the student boxes and believes that there will be 7 or 8 to be displayed. There was a short discussion on where they should be displayed but given their small size it was felt that a final decision could be made when they arrive. It is believed that the boxes are ‘on tour’ at the moment and arrival at the museum has not yet been determined.

17th June – lace making demonstration at 1300 hrs. The lady will require a couple of tables.

29th July – corn dolly making. Tables will also be required for this event.

MS will contact Gary, Angus and Martin to see whether they would like to repeat previous demonstrations/ events.

Action Point

MS to contact Gary, Angus and Martin

9 Collection Report (GR)

Previously a ‘tidy up day’ was organised but a review of that day determined that any future ‘tidy up’ event requires much more stringent forward planning. It was observed that artefacts on the asset register were binned, books in the museum on a sale or return basis were also dumped (this creates a financial loss for the museum) and items still to be assessed for inclusion on the asset register were also disposed. Fortunately trustees rescued some items but in future disposal of items has to be a collective decision with reference to the asset register, the curator and the treasurer.

10 Curator’s report (LP)

LP is currently reviewing the asset register and will also speak to LC on her return from Canada and holiday.

As intimated in Matters Arising, LP is now in communication with Caitlin Jamison.

DC has reset the settings on the register laptop and it now holds its charge for the expected duration.

11 Shop report (LR)

The number of items that are offered for sale are been reduced to those for which there is a significant demand. MS has been creating gift bags on unwanted stock for a reduced price and these have become good sellers.

A further stock of Stonehaven Sea Salt tins have been acquired, together with three of the more expensive ‘pigs’.

LR has been having difficulty in receiving stock ordered from Glen Appin but has just discovered that their computer system has been hacked and they are working with pen and paper. Stock is promised as soon as possible.

12 Clock Tower report (AN)

Council have decided that they cannot permit re-opening until the CCTV system is operational. AN is waiting for an approach from the Clerk of Works.

13 AOCB.

David Neil 'Ghost Story....'. LR reported that David Neil had been to the museum claiming that he had placed 22 books into the museum on a sale or return basis. This is disputed as our records show 10. At the moment 8 copies are unaccounted for and investigations continue.

Discover Maps. Ian Hay (East Grampian Coastal Partnership) approached the shop with the offer of providing printed maps of the Grampian area on a sale or return basis. As the current maps do not include Kincardineshire it was felt this would not be a good seller. AN to email Ian.

Proposed extension. DCu observed that the plans presently on display show a glass upper storey; MacLeod and Aitkin had stated that this was too expensive and suggested an alternative. STA need to acquire M&A's revised suggestions.

Castle brochure. DCu commented that the only leaflet relating to Dunnottar Castle was one detailing 'How to get there' and he thought a more comprehensive leaflet about the Castle would be appropriate. LP doesn't believe that such a leaflet/brochure exists but will discuss with the castle warden.

Tolbooth Restaurant. DC has received notification that the restaurant is seeking a 7 day alcohol licence. No further action is required by STA.

Perspex shield. Volunteers have asked CC when the shield in the shop is being taken down. The committee was in agreement to remove but first wish to consult with Jean and Shona. IB to action.

Shop Fitting. DC is still holding some wood etc. used in outfitting the shop and asked if he could dump the items. He was asked if he could keep in the interim.

George Kelly painting. CC has received a letter from the son of George Kelly in which he offers one of his Father's paintings to the museum (we already have one). Although it is large (6ft x 4ft) the trustees agreed to accept the offer. AN to action.

Faulty radiator. DCu mentioned a faulty radiator in the East room and CC will inform FES

Action Points.

AN to email Ian Hay

LP to inquire about castle brochure.

IB to contact Jean and Shona seeking their views on removing the protective shield.

AN to write to Paul Kelly accepting donation of painting.

CC to inform FES of faulty radiator.

14 Date of future meeting

Wednesday 28th June 2023.

Andrew Newton

29th April 2023

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

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Draft Fire/First Aid Policy	GR
Contact Katherine Davidson	AN
Confirm sponsorship to STP	AN
Sort minor cabling fault	AN
Contact Council re public toilets	AN
Contact Gary, Angus and Martin	MS
Email Ian Hay	AN
Inquire about castle brochure	LP
Contact Jean and Shona seeking their views on removing the protective shield	IB
Write to Paul Kelly accepting donation of painting	AN
Inform FES of faulty radiator	CC