

Meeting of the Stonehaven Tolbooth Association (STA)
Wednesday 25th October 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), Ian Balgowan (IB), Dennis Collie (DC), Douglas Cusine (DCu), Clare Thomas (CT), Liz Ritchie (LR), Gordon Ritchie (GR), Andrew Newton (AN)

1 Welcome.

CC welcomed the Trustees to the first committee meeting after the AGM.

2.1 Apologies. Louise Coates (LC), Mary Sutcliffe (MS), Lindsay Petrie (LP)

3 Minutes of previous meetings.

a) **Acceptance.** The previous minutes of 2nd August were accepted

b) **Matters arising.**

Summary of Action Points	Person	Report
Create panels for Dunnottar castle and History of Tolbooth	GR	Work in Progress
Inquire about castle brochure	LP	Unknown state of play
Contact Diane Henderson (Council) for CAT information and format still required	GR	Done
Subsequently submit final information for validation process.	GR	Done
Finalise Fire Safety policy	GR	See AOCB
Print out Asset Register (as part of inventory update)	LC/LP	See Curator report
Provide further card reader instructions to volunteers	CC	CC organising an induction day which will include card reader instructions
contact smokers to cancel the smoking event planned	MS	Done

organise invoicing to treasurer for Corn Dollies presenter	CT	Done
fix the TV in Clock Tower	DCu	Done
Ensure adequate safety at mackerel smoking	CC	Done
Investigate reprinting of Elizabeth Christie books	DCu	GR has discovered a small stock of these books and in addition believes that while they are adequate for historical research they currently have very limited commercial appeal. Copies will be retained for reference. No further action required.
Draw up poster for volunteer recruitment	CT/LR	LR has posted poster on-line and will repeat exercise.
AGM – notify all of date and book room	CC	Done

Action Points.

GR to continue work on new panels

LP to provide update on Castle brochure

CC to organise Induction Day

4 Chair's report (CC)

CC and DCu went to the Mearns Coastal Healthy Living Network Volunteer Day on 6th October. It was an interesting event and resulted in the recruitment of two new volunteers. Other individuals expressed an interest in joining the museum at some time in the future. Mearns FM were also present and 'plugged' the museum.

Amy Brown is another new volunteer and has just completed a couple of duties at the museum.

5 Treasurer's report (DC)

I normally report for the calendar month prior to the meeting but as we held the AGM in September, and hence no Treasurer's report, the report below is for the two months: August and September.

Income		Expenditure	
Cash Sales	£1217.31	Stock	£351.50
E card receipts	698.84	Event costs	204.00
Barrel donations	2122.89	Dinosaur prizes	4.50
Event donations	372.27	Admin	42.98
Bank Interest	1971.15	Website	58.87
Total	£6382.46	Total	£661.85

6 Secretary's report (AN)

The annual 2022-2023 accounts have been independently examined and 'signed off'. The relevant documentation has now been submitted to OSCR.

The ex Sheriff Court building on Dunnottar Avenue has a large wall in the entrance foyer on which Stonehaven Town Partnership (STP) wish to hang a painting/decoration. AN suggested a loan of the recently donated 'Harbour Lights' painting. The committee agreed to explore the possibilities of a loan with STP.

At a meeting on 16th August the committee agreed to investigate the possibility of renovating the Inner Courtyard. Since then an informal approach has been made to Aberdeenshire Council and they were

supportive but advised making a pre-planning application. DC contacted an architect and the latter made the necessary application on a *pro bono* basis; the response from the Council was positive with the only stipulation being that there would have to be a consultation on the style of paving, which would have to be natural stone. AN asked committee approval for DC and AN to take the project forward. This would entail employing the architect to draw up plans and seek full planning permission. Costs of the application are unknown but probably around £1500. Obviously paving would not proceed unless STA had ownership of the Courtyard. The committee agreed to proceed.

Circulation of the volunteer rota can be problematic at times and AN had contacted the web designer to discover if a web based solution could be engineered. A solution was identified but due to the age of the web site a software conflict arose within the site and it crashed. Over the next two months the site will be modernised and a rota procedure implemented.

Action Points.

AN to contact STP over loan of painting

DC/AN to proceed with Inner Courtyard planning permission.

7 CAT and Grants (GR)

The CAT was submitted on 18th August 2023 and validated by the Council [*Secretarial note. I have checked the relevant documentation and the Council will give written notice of their decision by 19th February 2024*]. Recently GR has followed up the application with regard to organising a valuation of the building but so far no response. GR commented that it was extremely difficult to value old buildings and there was the ongoing debate on the Common Good. The Council had also promised current information on the cost of utilities and a copy of the restaurant lease but again nothing is forthcoming.

8. Events report (CT)

Two groups of children from Dunnottar Primary School visited the museum in October.

In October we had the annual visit from the Elphinstone Institute.

The Globus visits have finished for the year. For a number of years the museum has received £25 per visit, CT suggested that this should be increased to £30 if Globus wish to return in 2024. Committee agreed.

Ray Milne had approached CT for a raffle prize and she was provided with a voucher for 4 person visit.

CT reminded the committee that the Quiz Night would held on Friday 27th October.

CT will be providing a talk, illustrated with museum artefacts, to Fetteresso Guild.

Action Point.

CT to contact Globus re fee

9 Collection Report (GR)

The Group was not met for a while but progress is being made on new panels; the one problem was display space. GR asked whether the Kincardine Colony display could now be removed and LR commented that the 150th anniversary was now over.

Work on re-imaging continues with another 339 processed and some should be loaded up on the website.

10 Curator's report (LP via email)

LP will provide a full report with her meeting with Caitin (Collection Care at Drum Castle) at the next committee meeting.

Some advice has been provided on the treatment and preservation of old uniforms, in particularly they should be covered when the museum is closed

CC reported on behalf of LC that the Asset Register has been completed for two rooms and once the artefacts in the North Room are reviewed and verified the Register will be completed and it will be printed off.

Action Point

LC/LP/DC to update inventory

11 Shop report (LR)

LR has been away but has now made a list of stock required and will be re-ordering shortly.

12 Clock Tower report (AN)

New key provided. The Tower has been cleaned and all equipment is working. Now available to open whenever volunteers have the opportunity.

13 AOCB.

Fire Safety - GR has drawn up two documents – one is a policy document which should be retained alongside the regular inspection certificates. The other is the Procedures which should be on permanent display and a copy provided to all volunteers. LR believed that the Procedures were too generic and could be simplified; she also pointed out that there should be a plan outlining the position of fire extinguishers and reference should be made to action to be taken if the restaurant alarms sounded. GR will review.

Emma Knight – DCu has had several conversations with a Canadian author who is visiting the North East and her latest novel (due out in 2025) will contain reference to NE points of interest.

History of Harbour – DCu mentioned that recently there has been some community interest in researching and compiling the extensive history of Stonehaven harbour. He was fearful that without some careful research a lot of inaccuracies would be recorded and that meant that any publication would be open to question. The committee agreed that the harbour was a very interesting subject although difficult to write in an accurate and reader friendly way. Any approach to STA to fund such a publication would be subject to STA approval of content.

Visit Scotland Webinar – LR has just completed two webinars and found them very informative and interesting. AN will circulate information on any more future events.

Old Pier Closure – CT recounted that the manageress of the Old Pier Café had been informed by the Council that they were considering closing the road for a period post storm Babet. The rationale behind the closure is unclear and no notice has been given to the museum.

Action Points

GR to review Fire Safety Procedures document

AN to circulate information on forthcoming webinars

14 Date of future meeting

Committee Meeting. Wednesday 22nd November 2023.

Christmas Party. Provisionally booked for St James Hall on Saturday 16th December.

Andrew Newton

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Summary of Action Points	Person
Continue work on display panels	GR
Inquire about castle brochure	LP
Organise Induction Day	CC
Contact STP over loan of painting	AN
Proceed with Inner Courtyard planning permission.	DC/AN
Contact Globus re fee	CT
Update inventory	LC/LP/ DC
Review Fire Safety Procedures document	GR
Circulate information on forthcoming webinars	AN