

# **Largs & District Museum & Historical Society**

Registered Charity No. SC001454

## **Minutes of Committee Meeting**

Held on Tuesday 18<sup>th</sup> April 2023 at Largs Museum, Kirkgate House, Main Street, Largs

Present: Anne Cowgill, Linda Grieve, Jonathan McLaughlin, George Newlands, Jim Rankin, John Riddell, Christine Thomas, Richard Topping, Fiona Hamilton

Jim thanked everyone for attending and noted that later in the day he has a contact who will assess the Health & Safety of the building and will report back at the next meeting.

The minutes of the previous meeting held on 18<sup>th</sup> April 2023 were proposed by Richard Topping and seconded by John Riddell

### Matters Arising

The Committee agreed the format for the upcoming EGM and all notifications have been delivered. Fiona Ferguson has agreed and signed the appointment letter for the Trustees which will enable the Committee to proceed with requesting the permission of the membership to proceed with an application for a SCIO and to adopt the new Constitution.

### Treasurer's Update

Christine has submitted the Largs Museum Trust account to OSCR for 2019 and she noted that there was no money in the accounts. She will bring the OSCR submissions up to date. She is setting up online banking for herself, the Chairperson and the Secretary. The balance at present is £4750.00 with an additional £500 received from NAC. The accounts will be sent to Drummond Bone following the EGM and will be required to be examined. It may be necessary to also submit a letter to NAC to contact them with the Terms and Conditions of the new Constitution. The electricity estimates have been higher than anticipated and Christine will continue to take readings. Fundraising options would require extra consideration and John has agreed to assist Christine with any applications. Possibly we could hold a Coffee Morning and consider a table in the Museum for selling books or publications. A perspex donation box and a card reader have been purchased and will be set up.

### Secretary's Report

The two pews from St Columba's Parish Church have been installed into the Skelmorlie Aisle with the approval of HES. Laura Miller (HES) would like to arrange a visit with her line manager to ascertain how we can promote and improve the visitors' experience to the Aisle. Christine will attend the forum meeting on the 27<sup>th</sup> April and Anne has submitted a report. Anne has completed the paperwork for all the school material loan items. There needs to be a Volunteers guide which will include instructions for being on duty and notes on all the exhibitions.

### Security and Safety

Richard has fitted 3 cameras, 2 in the Museum and 1 in the Office. The Museum cameras are not on during the day when we have visitors. The Office one will remain on all the time. The cameras are activated by sound and movement and are monitored through notifications on a Smart Phone by Richard. The sirens are switched off. Signage has been placed to make the public aware of the security system in the Museum.

### Opening of the Museum

Two volunteer days have been arranged to encourage raising awareness of the support required to open the Museum over the coming months. At present it seems feasible that we can open as of the 4<sup>th</sup> of May Thursdays to Sundays 1.30 – 4.30pm. Anne will draw up procedures and an information book about the exhibits for all the volunteers. Also Margaret Murray has agreed to support all volunteers in showing the Skelmorlie Aisle. Richard and Linda post events on Facebook and encourage new volunteers and members. Three group bookings outwith the openings hours are due to take place over the coming weeks.

### AOCB

Arrangements are in place for the Car Boot Sale on 29<sup>th</sup> April 2023 and requests for donations will be made. Richard stated that NAC have agreed to repair Aisle steps and a new path has to be installed to the "Three Sisters".

Linda will contact all the schools re our new display and discuss a way forward for their future involvement. John would like to undertake some oral histories and he could use one of the iPads but would like some support. Richard will set up new business emails for the committee members and establish a new domain name. We no longer have a website so the need for one will be discussed at a later date.

Jim will contact NAC re the Provost Regalia for possible loan and enquire if NAC will cover the insurance for it.

Date of the next meeting will be 30<sup>th</sup> May 2023 at 10.30am.