

Largs & District Historical Society

Registered Charity
No. SC001454



MINUTES of Trustees Meeting of 14th Nov 2023

Minutes taken by: Richard Topping

Attendees:

George Newlands (Chair)	Anne Cowgill (Secretary)	Christine Thomas (Treasurer)	Linda Grieve (Trustee)	Fionna Ferguson (Trustee)
Jim Rankin (Trustee)	Colin Golightly (Trustee)	Jill McColl (NAC Heritage Centre)	Richard Topping (Vice-Chair)	

Apologies received from **Rick Boston** (Trustee)

Item	Topic	Responsibility	Decision / Action
2	<u>Previous minutes</u>		Proposer: Anne Secunder: Jim
3	<u>Matters arising</u>		
	BT internet account		BT to be contacted (yet again) to get confirmation that the mis-sold product will not incur any more bills. The associated hardware was returned (unopened) to BT on 18 th Oct.
	Information Boards – update	Linda	Following numerous emails from Linda and an escalation to Jill, 6274 Printers have supplied drafts of 3 panels for feedback.
	Proposed scale of fees for services	Richard	Proposed fees scale was completed some time ago. To be discussed at next meeting.
	Paperwork to lawyer for asset transfer to SCIO	Anne	Anne to monitor.
	Digitisation	Richard	Our application to NAC for a Participatory Budget grant of £1k is for digitisation equipment. Richard to monitor.

Largs & District Historical Society

Registered Charity
No. SC001454



	<p>Trespassing. Jim was to arrange for the purchase & fitting of the warning sign as per the recent quote he received.</p> <p>NAC requested by Richard to supply a key for the new gate at Lade St entrance to allow disabled access to the graveyard.</p>		<p>Sign has been purchased and is awaiting fitting.</p> <p>2 emails to NAC were not answered. Jill offered to intervene.</p>
4a	<p><u>Chairman's Update</u></p> <p>Following a vote by the Trustees, it was agreed that Jim Rankin should be co-opted onto the board.</p> <p>Sadly, Jonathan McLaughlin has resigned from the board of Trustees and the Historical Society. His faithfulness to the Museum as a very dependable volunteer/guide is appreciated.</p> <p>Thanks expressed to everyone involved in the inventory check, including Roy, the squad of young porters, volunteers, and Trustees.</p> <p>We are still awaiting the revised agreement with HES.</p> <p>Visitor's Book based on Heritage Centre's book to be re-introduced.</p> <p>Offer from one of our members to set up a Geology display was accepted.</p>	George	<p>George & Christine to monitor</p> <p>George to investigate</p> <p>George to inform the member</p>
4b	<p><u>Treasurer's Update</u></p> <p>Christine presented the budget for Oct 2023 and projected to Feb 2023</p> <p>Our bank balance is £8,229.</p> <p>We should shortly receive just</p>	Christine	



	<p>over £3000 from HES as the payment to March 2024. Thereafter, once new Agreement is in place with HES we will be paid monthly.</p>		
4c	<p><u>Secretary's Update</u></p> <p>Jean Donaldson's flat's contents. Anne has been in touch with the new owner of J Donaldson's flat and have agreed that as she only has found some paperwork she will hand it in and be in touch if she finds anything else.</p> <p>Request recd from Jill to host visitors who will attend the Judo Scottish Open on 22 & 23 January.</p> <p>NAMF Training sessions. List of proposed attendees was submitted. Awaiting details. Next Forum mtg is on 1st Dec at Dalgarven Mill.</p> <p>Sadly, one of our valued volunteers has resigned and will be sorely missed.</p> <p>The new stairs have been fitted.</p> <p>North Ayrshire Family History group will continue to meet in the Museum.</p> <p>HES supplied a 3-year license to show their Aisle video on our website.</p>	Anne	<p>No further action</p> <p>It was agreed that we should open the Museum for tours.</p> <p>All Trustees agreed that Roy and his friends did an outstanding job in record time.</p> <p>Richard has uploaded video onto our website. Item closed.</p>
4d	<p><u>Membership Secretary's Update</u></p> <p>Membership stands at 57 members, of which 27 are volunteers. To make membership more attractive, it was suggested to</p>	Richard	<p>Richard to advertise for members, emphasising the benefits of membership. The idea of providing digital postcards as an incentive was approved.</p>



	give members access to a limited number of our digital postcards.		
5	<p><u>Inventory Check</u></p> <p>All boxes brought down from the first floor to the ground floor have now been identified, photographed, recorded, and re-packed.</p> <p>This was done in record time, thanks to sterling work by everyone who took part. Boxes now have a number marked on all sides and top.</p>	Jim	It was agreed that we should move the top floor inventory down one level asap. This will allow the inventory to be checked, and the ceiling on the top floor to be replaced.
6	<p><u>Accreditation</u></p> <p>The Eligibility Questionnaire has been submitted, and we await a decision from Museums Galleries Scotland.</p> <p>However, after the form was submitted, Jill discovered that the Museum had received accreditation in the past but had lost it when the then Committee failed to apply for renewal. This was confirmed by Fionna, who was a committee member at the time.</p> <p>Jill advised that she has spoken to the person who was the museum Accreditation Mentor, and who has kindly offered to supply us with copies of the documents and attend a meeting to discuss.</p>	Richard	<p>Richard to inform Trustees when a decision has been received.</p> <p>Jill to forward the docs to Richard for discussion then revision.</p>
7	Grant Applications sub-committee		Colin and George will co-ordinate, with assistance from others, as required.
8	<p><u>Disclosure Scotland PVG</u></p> <p>It was agreed at the previous meeting that we should apply for PVG registration, with Linda taking the lead.</p>	Linda	<p>Linda gave examples of how it would benefit members, particularly those who do work on behalf of the museum in schools, care homes, etc.</p> <p>Linda to proceed with applying for PVG training, certification, etc.</p>



<p>9</p>	<p>Museum Displays 2024</p> <p>Due to time constraints, this topic was only briefly discussed. However, Anne suggested a display with the topic being Music / Theatre in Largs. George suggested one celebrating the 80th anniversary of D-Day, emphasising the part the Largs played in its planning.</p>	<p>All</p>	<p>This topic to be discussed in more depth at the next meeting.</p>
<p>10</p>	<p><u>AOCB</u></p> <p>Schedule for future meetings. It was suggested that we meet on the 2nd Tuesday of each month.</p> <p>We are required as part of agreement with HES to have Public Liability insurance. Our insurance brokers have checked with the insurers, and they have confirmed our current policy covers us for taking people to Aisle.</p> <p>Living History Colin suggested that we could record interviews with local individuals. This could be good publicity via the L&M Weekly.</p> <p>Richard asked for Trustees to become more active in posting articles on our Facebook Group.</p> <p>Graveyard steps railings Colin suggested that sanding down and painting the railings could be a good project for the Community Payback group.</p>		<p>Agreed.</p> <p>No further action required.</p>
<p>11</p>	<p><u>Next Meeting</u></p> <p>At 10am on Tuesday 12th December in the Museum.</p>		