



## MINUTES of Trustees Meeting of 6<sup>th</sup> Oct 2023

Minutes taken by: Richard Topping

Attendees:

<b>George Newlands</b> (Chair)	<b>Anne Cowgill</b> (Secretary)	<b>Christine Thomas</b> (Treasurer)	<b>Linda Grieve</b> (Trustee)
<b>Jim Rankin</b> (Trustee)	<b>Rick Boston</b> (Trustee)	<b>Jonathan McLaughlin</b> (Trustee)	<b>Richard Topping</b> (Vice-Chair)

Apologies received from **Fiona Ferguson** and **Colin Golightly**

	Topic	Responsibility	Decision / Action
<b>1</b>	<b><u>Previous minutes</u></b>  Proposer: Linda Secunder: Jim		none
<b>2</b>	<b><u>Matters arising</u></b>		
	Gift Aid registration	Christine	Only applies to fees paid after 9 <sup>th</sup> June, which represents 13 members. <b>Richard</b> will email the form to members.
	Investigate BT costs	Christine & Richard	BT admitted that we were mis-sold one of their products. They will contact <b>Richard</b> to confirm this has been deleted. The cost saving of £552/yr will still be obtained. <b>Jim</b> offered to supply a mobile phone for Museum use. <b>Richard</b> to acquire a SIM for this phone.
	Information Boards – update	Linda	Awaiting feedback from Jill McColl, who is in contact with 6274 Printers to find out what progress, if any, has been made.
	Proposed scale of fees for services	Richard	Proposed fees scale was completed some time ago, but it was agreed to defer discussion of this until after the Inventory Check.



	<p>Paperwork to lawyer for asset transfer to SCIO</p> <p>Digitisation – possible grant to employ someone (via Bryan Brown)</p> <p>Grant application strategy &amp; Formation of Fundraising sub-committee</p> <p>3-week closure from 23/10/2023 for inventory check.</p> <p>Forum grant application.</p> <p>Volunteers' Thank-you event</p> <p>AGM</p> <p>Trespassing 2 boys and a girl gained access to the Museum roof.</p> <p>Security (Museum keyholders)</p>	<p>Richard</p> <p>All</p> <p>All</p> <p>Anne</p>	<p><b>Anne</b> to monitor.</p> <p>Louise from NAC Heritage Centre will be giving Handling/Recording advice on 10<sup>th</sup> Oct prior to our Inventory Check. Our application to NAC for a Participatory Budget grant of £1k is for digitisation equipment. <b>Richard</b> to monitor.</p> <p>The strategy was completed and distributed by Linda &amp; Richard some time ago. <b>Richard</b> indicated that he would continue to lead the funding sub-committee but will probably have to ask for another Trustee to take over if we pursue Accreditation.</p> <p><b>Jim</b> to co-ordinate the task. Online rota will be updated by everyone involved in the exercise.</p> <p>Anne has circulated list of training sessions. No further action.</p> <p>Took place in the Museum on 21<sup>st</sup> Sept and was very successful. No further action reqd.</p> <p>23 members out of a total membership of 57 attended the meeting. All 10 of the Trustee nominees who were present at the meeting were appointed to the board.</p> <p><b>Jim</b> to arrange for the purchase &amp; fitting of the warning sign as per the recent quote he received. <b>Richard</b> to follow-up on his recent email to NAC requesting a key for the new gate at Lade St entrance.</p> <p>Apart from Trustees, only 2 members have been identified as possessing keys. One person is an active volunteer but the</p>
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# Largs & District Historical Society

Registered Charity  
No. SC001454



	<p>School's Contact The past few weeks have been very successful. Largs Academy's Mr Doherty and Mrs Simpson, along with other staff, are demonstrably keen to pursue an active collaboration soon. St Mary's P4 appeared to have a wonderful time, learning about the history of their town from Anne, Linda, and Christine. Their enthusiasm was infectious; their knowledge, impressive. A good start.</p> <p>Disclosure Scotland PVG (Protecting Vulnerable Groups). The first formal meeting with Volunteer Scotland has taken place. Only when the old Trust has been formally wound up and the Board notified by Mr Duncan, the appointed legal representative, can progress be made.</p>		<p>other one is not, and will be requested to return the key.</p> <p><b>Linda</b> to provide regular updates</p> <p>This is being monitored by <b>Anne</b></p>
<p><b>3</b></p>	<p><b><u>Treasurer's Update</u></b></p> <p>The Society recently received approx. £3k from HES for Keyholding. This brings our bank balance to just over £8k. Heating (off-peak electricity) is currently costing £6/day (£180/month).</p>		
<p><b>4</b></p>	<p><b><u>Secretary's Update</u></b></p> <p>Meeting is scheduled with Laura Millar of HES on 17<sup>th</sup></p>	<p>Anne</p>	<p><b>Christine &amp; George</b> to handle the</p>



	<p>Oct to define the payment structure for keyholding on their behalf.</p> <p>The new owner of Jean Donaldson's flat has invited the Society to check its contents to see if anything is useful to the Museum.</p> <p>Museum Evaluation Forms</p> <p>HES notified us that there is now a locked box in the Aisle which contains their Fire Emergency procedure.</p> <p>Michelle Anderson of HES supplied a 3-year license to show their Aisle video either in the Museum or on our website.</p>		<p>negotiations during the meeting.</p> <p><b>Anne and Fionna</b> will visit the flat when the owner contact them.</p> <p>These were collated and submitted by Anne. No further action reqd.</p> <p>Maybe need <b>someone</b> to look at this procedure and inform the volunteers??</p> <p><b>Richard</b> to upload video onto our website</p>
<b>5</b>	<p><b><u>Membership Secretary's Update</u></b></p> <p>Membership stands at 57 members.</p>	Richard	<p><b>Richard</b> to advertise for members, emphasising the benefits of membership.</p>
<b>6</b>	<p><b><u>Accreditation</u></b></p> <p>Richard presented a summary of the Accreditation section on the MGS (Museum Galleries Scotland) website. A discussion of the potential value and workload followed.</p>	Richard	<p>It was unanimously agreed that accreditation would benefit to the Museum and that we should pursue this, with assistance from Jill McColl and her colleagues.</p> <p><b>Richard</b> to do some initial research between now and year-end before establishing a sub-committee to concentrate on this subject. The immediate need is to construct a Forward Plan which can be incorporated into the Eligibility Questionnaire.</p> <p><b>Anne</b> to email Jill McColl to obtain successful examples.</p>
<b>7</b>	<p><b><u>AOCB</u></b></p>		

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	<p><b>AIM</b> (Association of Independent Museums)</p> <p><b>Volunteer Security</b> Schoolchildren have been creating a nuisance inside the Museum. The idea of always having at least 2 volunteers inside the Museum at any time was discussed.</p>		<p>It was agreed that we shouldn't apply for membership at this stage.</p> <p>It was agreed that we would always aim to have 3 volunteers on duty. The idea of using walkie-talkie radios was generally agreed as a useful means of communication, particularly for Aisle tours. <b>Anne</b> offered to lend a set for trial purposes.</p>
<b>8</b>	<p><b><u>Next Meeting</u></b> At 2pm on Tuesday 14<sup>th</sup> November in the Museum.</p>		