

Largs & District Museum & Historical Society

Registered Charity No. SC001454

Minutes of Committee Meeting

Held on Tuesday 21st February 2023 at Largs Museum, Kirkgate House, Main Street, Largs

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

Neil Stuart (Chair) welcomed everyone to the meeting. He stated that the main purpose of the meeting was to read through the latest draft proposal of the Constitution and for the committee to agree on any amendments.

He indicated that he intended to step down as Chair in May 2023.

The minutes were then proposed by Linda Grieve and seconded by Jim Rankin

Matters Arising

George stated that he has been monitoring the output from the de-humidifier on a daily basis. Humidity levels have decreased and usage costs are approximately £1 per day.

Christine contacted the Insurance Broker to add the new technology equipment and stated there will be no additional cost to the policy for this year. Enquiries should be made for a rebuild valuation. (Anne)

Linda offered information for an opportunity to attend training for archival restoration, cataloguing and cleaning. (Kilwinning Heritage).

Treasurer's Update

Present balance £5000 and we have recently received £500 from North Ayrshire Council. Christine has set up the four signatories for the bank account and will complete the paperwork for online banking. She has purchased a card reader to receive visitor donations. The accounts for the year end (February) will be Audited by Drummond and Bone.

Secretary's Report

The new film reader is installed and everyone will need to become familiar with how it works. It was agreed that this should only be available for members meantime. Instructions and protocols need to be recorded.

There have been a few requests for presentations and group visits. Anne will respond to them. Volunteers are needed for Saturday openings and it was noted that visitor numbers have increased. Membership growth would support the projects, displays and summer rotas. (Richard will send out a plea on social media).

Jestein is collating all the information for the boards. She will send it to the Committee for verification before submitting it to 6274. She sends her apologies but could not stay for item 8. She will continue to liaise with Anne who will pass on submissions of text and photos on articles and information collated by members.

Constitution

After differing points of view and discussions regarding the Constitution format it was noted that to enable a proposal to move forward certain changes would need to be recorded if we wished to apply for a SCIO. The fundamentals of the original Constitution must remain but adaptations and additions will be necessary. Neil proposed that a special meeting should be

held for all to review the draft proposal and for agreement on its content and format. This meeting will be held on Tuesday 28th February 2023 in the Largs Museum at 10.30am.

Books

George has identified 4 categories of books and he has proposed the following: Local History should be retained and catalogued. Books with potential or modest value could raise funds and Ayrshire /Renfrewshire resources could be offered to other Museums. He will contact Jill McColl (Ayrshire Heritage and Cultural Officer) for guidance. For any book sale George can offer the use of bookshelves.

Security and Safety

Jim agreed to be the named safety officer and he will review the present policies and procedures. Meantime any incidents must be recorded in the Accident Book which is in the admin cupboard. No one should be alone in the premises without informing another and if anyone is in the Office it should still be made accessible in case of an emergency. A security box will be purchased for outside and Richard will source a system for internal use.

A.O.C.B

Following a visit from the Waste Department Officer it was agreed that we would purchase 2 bins and pay for a monthly lift. (Christine).

Pens and pencils could be considered in the future for visitors to purchase. (Jonathan)

The Landscape from the Sailing Club can be kept on permanent loan. (Neil)

Fiona suggested that we could establish a "President or Founding Fathers" position. The meeting agreed that Life Membership was a better option.

Date of next meeting:

Tuesday 21st March 2023 in Largs Museum