

DOLLAR MUSEUM TRUST

Meeting of the Trustees Wednesday 16th November 2022 7.30 pm in Dollar Museum

MINUTES

1. Welcome and Apologies

Present: Bruce Neilson, Janet Carolan, Cecilia Condal, Colin Davenport, Mick Rice, Susan Mills, Julia Adamson, James Cullens, Denis Coyne, Graham Pearson.
Apologies: Marcus Keaveney apologises but has also resigned as he is leaving the district. Janet will write to the new chair Andrew Peterson and ask for a rep from the Community Council.

2. Minutes of meeting held on Wednesday 31st August 2022

Approved by the trustees. Proposed/Seconded - Cecilia/Mick

3. Matters Arising/ Tasks from the meeting on 31st August 2022

- *Task: **All:** keep on observing and clearing the “puddle drain”.*
- Update: Janet observes that the rain continues to bring in mud in the car park area close to the hedge. James and Mick advise that it is the council kerbs that hold the water back from draining across the path into the burn. James points out that it is a major task for the Council which they are very unlikely to undertake.
- *Task: **Susan:** check whether a second person was originally given access to on-line banking and, if not, whether this should be arranged.*
- Update: Susan has ascertained that she is the only current user with on-line access. Janet will accompany Susan and become the second person with access. This task will be combined with the creation of new accounts with better interest: see Nov 22 Quarterly Meeting Minute Item 5 Treasurer’s Report.
- *Task: **All:** There is still a space for a fund raising talk if ideas for a good speaker are forth coming.*
- Update: Andrew Whalley, FP and architect of Futures Structure has agreed to do the talk at a date yet to be ascertained.
- *Task: **All:** Trustees are much encouraged to find new Friends who will pay their £10 per annum membership and to support the sale of Museum goods. Praise to the who have done so.*
- Update: Please continue with this task.

DOLLAR MUSEUM TRUST

- *Task: **Mick:** Purchase and install dog dirt prevention signage.*
- Update: Purchased and to be installed imminently with assistance.
- *Task: **Susan:** Take forward actions on the Fixed Rate Electricity and Gas costs as agreed at the meeting.*
- Update: Completed. See Nov 22 Quarterly Meeting Minute Item 5 Treasurer's Report.
- *Task: **All:** Research whether there might be a grant for institutions who open their doors to folk who need to keep warm.*
- Update: Micro grants would not cover this. No further word about Warm Spaces in Dollar.
- *Task: **All:** Look out for opportunities to use micro grants.*
- Update: The Friends can apply and they are on the list for the Micro Grant administrative team to consider. Funding will be targeted towards the mine model.
- *Task: **All:** period of preparation for the election of Trustees at the November AGM should proceed as described in Appendix 1 to Paragraph 15 Clause 2.*
- Update: See minute AGM Item C: Election of Office Bearers
- *Task: **Denis:** See if the address confusion can be sorted at Clackmannanshire Council level.*
- Update: This is partially resolved but will be followed up again by Denis.

Additional Points raised this evening-

Colin asked about progress with the plant barrels. James and Julia report that the matter is in hand. The existing barrels will remain until the museum closes. Julia will remove them in January in preparation for the new ones which will be ready for re opening 2023.

Colin also wondered whether there has been progress with the wood in the burn which could cause a flooding problem if it was washed down towards the Golf Club bridge. The trustees agreed that with Marcus leaving the Trustees, we need to maintain the links with Stuart Cullen, District Floods Officer at scullen@clacks.gov.uk. Julia, who regularly walks the circuit along the burn through the Mill Green, will keep a close eye on fallen/chopped tree movement and raise concerns if necessary.

DOLLAR MUSEUM TRUST

B. Chairman's Annual Report

Chairman's Report to the Trustees' Annual Meeting, 16 November 2022

This report covers the period 1 April 2021 to 31 March 2022. Easter 2021 marked Dollar Museum's 33rd anniversary, the museum having first opened its doors in the Old School House at Easter 1988.

Covid: As a result of the Pandemic, the Museum was not able to open at Easter 2021. We opened, with many restrictions, at the beginning of June 2021. These restrictions were gradually eased during the year.

Trustees: Four meetings of the Trustees were held during the reporting period, on the Zoom platform. At the Trustees' Annual Meeting in November 2021, Janet Carolan was elected as Chair and Bruce Neilson as Depute Chair. Susan Mills was elected as Hon. Treasurer and Julia Adamson was elected as Hon. Minute Secretary.

Finance: The annual accounts presented by the Hon. Treasurer show that the Trust income for 2021-2022 amounted to £6,924.35 and expenditure to £5,694.38. The Friends Management Committee made contributions totalling £4,000 into Trust funds during the year. A business interruption claim was submitted to our insurers and resulted in a payment of £1,350.44. Funds held in the Scottish Widows account at the end of the financial year stood at £19,572.58, with a further £ 28,047 in the Virgin Money account. Cash in hand amounted to £100.05.

Maintenance: The annual inspection of the roof of Castle Campbell Hall was carried out and gutters and downpipes were cleared. The very large tree which fell in the gardens behind the Museum in December 2021 just brushed the wall and roof of Castle Campbell Hall but was found not to have caused any damage. The Trustees decided to look into drawing up a Deed of Conditions with the other owners in Castle Campbell Hall. The central heating boiler was serviced. The interior of the Museum was in good condition. Mick Rice carried out repairs on the porch. The bank of the Dollar Burn near the entrance to the Museum continued to be maintained by Mick Rice and James Cullens. The hedge and the flower tubs were looked after by Friends volunteers and the grass by the car park was regularly cut.

Health & Safety: Bruce Neilson, the Trustee responsible for Health and Safety, carried out monthly smoke alarm tests, and statutory testing of the Emergency Lighting in the

DOLLAR MUSEUM TRUST

Museum. Portable Appliance Testing of electrical appliances and computer equipment, and the servicing of fire-fighting appliances and the intruder alarm system were also carried out. The smoke alarms were replaced with a model with environmentally-friendly batteries. The Friends Committee were given training on the updated Museum Emergency Plan. Many thanks to Bruce for taking responsibility for Health and Safety.

The Collection: Donations included: an iron-stone ball found beside the Kelly Burn; an old wooden potato masher, books on local historical topics, slides, photographs, a miner's pickaxe head found in the Kelly Burn, an old Dollar Horticultural Society account book and old programmes, a 1790 print of Castle Campbell from Grose's *Antiquities of Scotland*, which we have had framed and put on display, and a McDermid-McIvor Dux medal won at Dollar Public School in 1939.

Laptop: A new laptop was bought.

Visitors: The number of visitors was lower than in previous full years. When social distancing was relaxed and more visitors were allowed into the museum, group visits included: Children from Seamab School who wanted to see the museum and learn how to set up their own pop-up museum in their classroom and an Ochils Youth Community Improvement Group to study the Witches display for a play they were planning. The Dollar Academy Prep 3s could not visit as their groups would have been too large during Covid restrictions, so we lent them our Victorian toys and dressing up boxes. The toys were also lent to Seamab. We made a long-term loan of a WW1 Land Girl's smock and rucksack, with photos of the items in use on a farm during WW1, to the newly refurbished A&SH museum in Stirling Castle.

Research: We were able to help visitors with many inquiries – some answered by email, but most either during public opening hours or by appointment when the Museum was closed. In connection with the Japanese Garden at Cowden, we gave assistance with a book being written on Ella Christie by a family member and also gave advice on the setting up of a small museum in the Boat House Pavilion in the Japanese Garden at Cowden. We lent them our light monitoring equipment and allowed them to copy much of the research material and photos we have collected on this topic.

Museum Website: The museum website helps to keep the public in touch with the museum. New material is regularly uploaded. The Hon. Curator receives inquiries via the site. Alec Spencer, who is a member of the Friends Committee, acts as webmaster and keeps the site up to date.

Friends: Despite Covid, some Friends events were possible: Heritage Walks round Dollar in association with Doors Open Days and the Museum Book Sale. The

DOLLAR MUSEUM TRUST

subscriptions of the Friends of the Museum continued to provide vital financial support. A Children's Competition was arranged, which generated interest and publicity. Also, Cecilia Condal was able to mastermind the annual calendar, which made a valuable contribution to the £4,000 passed to the Trust by the Friends. The Trust is grateful to the Friends for their support.

Exhibitions: The exhibitions researched and set up by Janet Carolan, Eric Cole and Val Toon during lockdown were finally seen by the public after our opening in June. The displays include a 25-metre-long 'Timeline of Dollar History', 'Floods, Fairs and Witchcraft', 'The Origin of the Name Dollar', 'The Dollar Institution Garden', 'Were the Romans in Dollar?' and other topics. The working model of Dollar Railway Station made by Mick Rice during lockdown was installed in the display case in the Devon Valley Railway Exhibition. As soon as visitors were allowed into the museum, this model became the prime attraction. The cost of building this model was funded largely by several generous donations by Friends of the Museum.

During the year we were offered the chance to buy a local 19th C watercolour by Waller Hugh Paton, RSA, RSW - *Castle Campbell*. This was a painting we had tried, but failed, to buy at auction some years ago. The amount now being asked was £4,000 but the Trustees decided it was too expensive. Luckily, however, it was then bought by a Friend of the Museum who offered to lend it to us for an exhibition on WH Paton - to take place in 2022.

Acknowledgements: I would like to thank the Trustees for their attendance at meetings and for their advice, help and commitment to the continued success of Dollar Museum. In particular, I thank Julia our Hon. Minute Secretary, Susan our Hon, Treasurer and Bruce our Depute Chair and Health and Safety officer for the many hours they have given up to museum matters.

Janet Carolan, Chairman of Trustees, 16th November 2022

C. Election of office bearers

In accordance with our Trust Deeds, the trustees were given notice at the quarterly meeting prior to the AGM that anyone wishing to step down from a role or who wished to take on a role should give notice before the AGM. No such notice has been given and therefor the incumbents were re-elected.

Role	Name	Proposed	Seconded	Carried
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DOLLAR MUSEUM TRUST

Chair	Janet Carolan	MR	CC	Yes
Dept Chair	Bruce Neilson	JC	JA	Yes
Treasurer	Susan Mills	MR	CC	Yes
Secretary	Julia Adamson	SM	JC	Yes

a) Policies due for review at this meeting:

- Insurance (annual review)

The Insurance was discussed at the last meeting. Note that the name of the agent company has changed from Blackwall Green to Gallagher.

- **WHAT TO DO IN AN EMERGENCY** (annual review) Approved @ 16/11/22

Notes: The Gas Emergency document was discussed. The emergency number will be written on the boiler and another method of shutting off the gas at the outside meter will be demonstrated at Volunteers training before/as the next season starts

Under FLOOD OR WATER LEAK Bruce noted the need to correct bullet 5 to change ‘anti-clockwise’ to ‘clockwise’.

- **Dollar Museum Policy for the Safeguarding of Vulnerable Groups** (annual review) Approved @ 16/11/22

Notes: Janet’s mobile numbers to be added. All volunteers should be reminded/ trained on this document.

- **PVG SCHEME - MAKING REFERRALS** (annual review) Approved @ 16/11/22

Notes: Main copy has now been signed for the file.

- **PVG SCHEME – Secure Handling, Use, Storage and Retention of Disclosure Information** (annual review). Approved @ 16/11/22

Notes: Main copy has been signed for the file.

Policies **not** due for review at 2022 AGM – Collections Development Policy (review due 2025); Health and Safety Policy (review due 2023), Emergency Response and Disaster Recovery Plan, Issue 8 (review due 2024), Forward Plan (review due 2024)

DOLLAR MUSEUM TRUST

NB: Cecilia noted that there were telephone numbers and names to be changed in the Emergency Response and Disaster Recovery Plan, Issue 8 (review due 2024) See Tasks

RETURN TO THE QUARTERLY MEETING FOR NOV 2022

5. Hon. Treasurer's Report

Dollar Museum Trust Statement of Account 10.11.2022

INCOME		EXPENDITURE	
2021-2022	2022-2023	2021-2022	2022-2023
4000.00 Friends of the Museum		0.00 Exhibition Capital Costs	0.00
1571.96 Donations	8.42	0.00 Exhibition Running Costs	0.00
1350.44 Grants/Awards		0.00 Collection Purchases	0.00
		1272.85 Project Develop. (Dollar Mine Model)	113.78
Gift Aid			0.00
1.95 Bank Account interest	0.48	0.00 Storage/Conservation	0.00
		662.28 Fixtures & Fittings	0.00
		73.90 Computer Equip & Software	212.62
		0.00 Miscellaneous	178.56
			0.00
			0.00
		2009.03 Running Costs:	504.96
		0 Water Rates	0
		240.00 Scottish Power	225.56
		226.34 Scottish Gas	536.11
		1591.43 Insurance	1979.52
		948.01 Repairs & Maintenance	427.07
		597.25 BT Line and Broadband	297.11
		82.32 Print & Stationery	
		3685.35 sub total	3465.37
6924.35	8.90	5694.38 Total	3970.33
Scottish Widows 1.4.2022	19572.58	Scottish Widows 10.11.2022	19573.06
Virgin Money 1.4.2022	28047.36	Virgin Money 10.11.2022	24085.45
Cash in hand 1.4.2022	100.05	Cash in hand 10.11.2022	100.05
Total bank/cash in hand 1.4.2022	47719.99	Total bank/cash in hand 10.11.2022	43758.56
1 check: bank /cash in hand 1.4.2022 + income -expenditure = bank/cash in hand 10.11.2022	43758.56	3 check: change in cash in hand	0.00
2 check: Scottish Widows 1.4.2022 + interest to 31.8.2022	19573.06	4 check: Virgin Money 1.4.2022 + income + change in cash in hand - SW interest - expenditure= Virgin Money balance 31.8.2022	24085.45

Susan reports that the accounts are fairly much as usual. The computer equipment is a mixture of inks and the website maintenance fee.

Note that Scottish Gas has already leapt extraordinarily with similar jumps expected for Electricity in the next Statement of Account. Susan is monitoring the situation but communication with the companies is not always a simple matter.

A Smart meter was suggested but rejected.

DOLLAR MUSEUM TRUST

We have been awarded another £9 approx from Amazon Smile.

Susan presented the following document which she had circulated to the Trustees before the meeting.

“Dollar Museum Trust - Our Accounts and the future – a discussion paper

The economic climate is, as you all know, very challenging just now and we are already experiencing the impact of rising utilities prices. This will gradually diminish our resources and, while at the moment we are still relatively healthy financially due to the excellent and much appreciated support of the Friends and our success in obtaining grants and compensation for loss of business during the pandemic, I think that the time has come to look at our accounts to see if we can ensure that we are more resilient and able to cope in the future. We are fortunate to be in a position to benefit from the recent interest rate rises, but that is not happening because we have only a current account with Virgin Money and one savings account with Scottish Widows, which has been paying us a pitiful amount of interest for many years. I have investigated various options and set out below my suggestions for change.

Scottish Widows Account

I contacted Scottish Widows last week and discussed our account. Their interest rate has now gone up to 0.04% (it has been 0.01% for years) and that is the best rate that they can offer us. This means that instead of our c£19,573 earning £1.95pa, it will earn £7.83pa, still a very unimpressive amount.

We have had no need to touch the Scottish Widows account for as long as I have been a Trustee, so I think that we should consider moving the entire sum into one of the long term Deposit Accounts offered to charities by Virgin Money, the conditions of which are as follows: they all require a minimum deposit of £5,000; there can be no withdrawals or additions during the term; they cannot be closed early. The various terms are as follows and I have calculated the interest which the above sum, rounded up to £20,000, would generate per annum:

Charity Fixed Term Deposit Accounts

3 Month	1.36%	£272.00
6 Month	1.56%	£312.00
12 Month	2.75%	£550.00
18 Month	3.00%	£600.00
24 Month	3.10%	£620.00

I think that we should close the Scottish Widows account and move the money into one of the above, preferably the 18 or 24 Month account, where it will earn a very good rate of interest. It is unlikely that we will need to gain access to it during the next two years, based on our previous experience, so we may as well gain the maximum benefit from it.

Current Account

DOLLAR MUSEUM TRUST

We have just over £24,000 in our current account at the moment and it is earning no interest for us at all. I have looked at the range of charity savings accounts which Virgin Money offers, which are as follows:

Charity Notice Accounts

These all operate in a similar way and all, as the name indicates, require notice to be given to withdraw money. They all pay monthly interest and of course they can be enhanced at any time. I have calculated the annual return on investment for £10,000 and £15,000 for each of these accounts, as follows:

30 day	1.21%	£121.00/£181.50
65 day	1.31%	£131.00/£196.50
95 day	1.61%	£161.00/£241.50
121 day	1.71%	£171.00/£256.50

The differences between these interest rates are not so great as with the Fixed Term Deposit Accounts and, because we *might* need to withdraw a larger sum unexpectedly, I suggest that we open either a 30 day or 65 day account and transfer £15,000 from our current account into it. This would give, if we have no need to touch it, a reasonable annual return without the restriction of having to give a long period of notice to withdraw from it.

Charity Instant Access Account

This offers 0.40% interest and would operate in conjunction with our current account, enabling us to move money back and forth to earn the maximum amount of interest, keeping a working sum in the current account to more than cover our regular monthly expenditure, with a larger sum being held in the savings account, on which interest is paid monthly. Money could be moved into the current account immediately to cover unexpected expenditure. I have been operating my own bank accounts in this manner since the interest rate increases made it worthwhile to do so. The balance of our current account after the transfer of £15,000 into a Charity Notice Account could be split between a new Charity Instant Access Account, transferring £5,000 into it and leaving a working sum of c£4,000 in the current account to cover regular expenditure.

Any or all of the above changes would improve our situation and start to make our funds work much better for us.

Susan A Mills, Hon Treasurer, 15th November 2022”

In the discussion that followed, Colin asked whether we are likely to need large sums of money within the 2 years that the money would be locked away. The Trustees agreed that we could cover possible eventualities from monies which would not be invested in a Charity Fixed Term Deposit Account.

Susan is suggesting that all the accounts stay with Virgin and that we should proceed as follows:

£20,000 into a Charity Fixed Term Deposit Account for 24 months.

DOLLAR MUSEUM TRUST

£15,000 into a Charity Notice Account at the 30 day notice rate

£5,000 into a Charity Instant Access Account

These actions were approved by all of the Trustees and therefor Susan and Janet will combine the “second user for the on-line internet access on our accounts task” with this new one and let us know when the transfers have been completed.

6. Hon. Curator’s Report

Donations:

The complete set of Jennifer Campbell prints of her collection “Spring, Summer, Autumn, Winter” which will be hung on the stairway.

Four books from Dr Logan on Mining and other local books.

Notes/News:

There were 2 walks for Doors Open Day, Dollar Mining and Place Names, which were very well attended and enthusiastically received. Although Dr Taylor sold a few copies of his Place Names book to that particular group of walkers, it was sad that we hadn’t manage to collect many donations to the museum from the walkers in either group; a point to remember when organising future Doors Open Day events.

A Duke of Edinburgh lad starts next week.

The Repair Cafe have repaired the museum’s pram. Some items from the dolls house are also being repaired. Mick Rice is one of the repair team.

Janet continues to train volunteers every Saturday morning on the use of the reading room and the archive research material. Bruce trains the volunteers on health and safety once before the museum opens at Easter. Cecilia does the same for use of the shop, card reader and other practical matters.

The next exhibition will include “Shops in Dollar”.

7. Chair of Friends Report

At the AGM on 7th Oct, two new committee members, Alex Simpson and Gail Fotheringham, were appointed. There is still an opportunity for one more member of the committee to join as Judy has subsequently resigned.

DOLLAR MUSEUM TRUST

The Book Sale on 9/10th November raised £600. The many remaining books went to the community bookshop “Guid Reads” in Alva. It is proposed that next year’s book sale be scheduled over a weekend to maximise trade and bring more people into the museum.

The Quiz Night planned for November is postponed until spring.

The stall at the Christmas Fair on Saturday 3rd December will include a lucky dip which could raise up to £200.

We are awaiting a date for the talk by architect Andrew Whalley.

Cecilia thanked Mick for the number of new Friends he has signed up for the Museum.

Trustees are encouraged to suggest further talks we could have. One suggestion is the Estate Agents who may have interesting local knowledge.

8. Health and Safety

Nothing to report

9. Museum Maintenance

Mick may try painting the concrete surrounds of the windows with same paint as the doors.

Janet will organise the annual roof check.

Mick will ensure that the office light works correctly and that the store room cupboard is illuminated.

10. Any Other Business

Julia proposed that in order to ensure that some sort of routine for our meetings is re established after the disruption of the past 2 years, the **3rd Wednesday** of every quarter should be established as our standing dates for 2023 onwards. This was agreed and the following 4 dates were announced:

Quarterlies - 15th Feb 2023, 17th May 2023, 16th August 2023 and AGM/Quarterly 15th Nov 2023

Susan let us know about a Clackmannanshire Field Studies Society Talk on Mon 12th Dec at 7.30pm about place names by the Dr Simon Taylor who wrote the place names book. The talk is in the Greenfield Hall, formally known as the OAP Welfare Hall, Erskine Street, Alloa, FK10 2AD

Volunteer PVG Training will happen before/concurrent with the 2023 opening.

DOLLAR MUSEUM TRUST

Mick will progress the Mining Models over the winter.

11. Date of next meeting

ON ZOOM - 7.30 pm WEDNESDAY 15TH FEBRUARY 2023

Tasks from the meeting on 16th November 2022

Task: **Julia:** Make changes to reviewed Policy Documents and send to Janet for electronic storage and printing out where relevant for files in the museum. Note especially the need to change What to do in an Emergency, FLOOD OR WATER LEAK, bullet 5 from ‘**anti-clockwise**’ to ‘**clockwise**’.

Task: **Susan and Janet:** combine the “second user for the on-line internet access on our accounts task” with setting up the new higher interest charity accounts and let Trustees know when the transfers have been completed.

Task: **All:** There is still a space for a further fund raising talks if ideas for good speakers are forth coming. Some trustees agreed to follow up on estate agent thought.

Task: All: Trustees continue to be much encouraged to find new Friends who will pay their £10 per annum membership and to support the sale of Museum goods.

Task: **Mick,** with assistance, install the dog dirt prevention signage.

Task: **Denis:** Continue resolving the address confusion at Clackmannanshire Council level.

Task: **Julia:** remove the old barrels in January and plant up the new ones from **James** before we reopen.

Task: **Julia:** keep a close eye on fallen/chopped tree movement and raise concerns if necessary with Flood Prevention Team at Clacks.gov

Task: **Cecilia and Janet** consult and update the relevant telephone numbers and names which need to be changed in the Emergency Response and Disaster Recovery Plan, Issue 8 (review due 2024). Copy to Julia please.

Task: **Susan:** Complete the OSCR Submission on our behalf by the December deadline

Task: **Mick** try painting the concrete surrounds of the windows with same paint as the doors.

Task: **Janet** organise the annual roof check.

DOLLAR MUSEUM TRUST

Task: **Mick** with assistance ensure that the office light works correctly and that the store room/cupboard is illuminated.