

**Present:** Linda Fugill, Sean Fugill, Rosemarie Nelson, Sheila Rowley

**Apologies** Mary Tomlinson, Joan Beecroft, Lizzie Evans, John Rowley

Action / Info	by	when
<p>Minutes of August meeting were accepted Project Manager's issues:</p> <ul style="list-style-type: none"> <li>• Collections               <ul style="list-style-type: none"> <li>○ 2 persons still required for 28 September Asda collection- Linda and Sheila to ask for help at trustee meeting</li> <li>○ Sheila has cover for Morrison collection 1030-1430 and will extend if further volunteers come forward</li> </ul> </li> <li>• Supervisory cover during Linda's holidays 10-28 September will be as discussed previously, ie               <ul style="list-style-type: none"> <li>○ Lizzie will take phone and supervise on Monday 10, Thursday 13, Monday 17, Thursday 20, Monday 24, Thursday 27 September</li> <li>○ Jean Carss will take phone and supervise on Wednesday 12, Tuesday 18 and Tuesday 25 September</li> <li>○ Isabel Todd will supervise on afternoons of Tuesday 11, Friday 14, Wednesday 19, Friday 21, Wednesday 26 and Friday 28 September</li> <li>○ John/Sheila will take phone for Tuesday 11, Friday 14, Wednesday 19 Friday 21, Wednesday 26 and Friday 28 September</li> </ul> </li> <li>• Admin Assistant will take up role 1 October.               <ul style="list-style-type: none"> <li>○ Visits to be arranged to Ashington and Newbiggin centres</li> </ul> </li> </ul>	<p>Linda/Sheila</p> <p>Sheila</p> <p>All to note</p> <p>Linda</p>	<p>6 Sep</p> <p>Sep</p> <p></p> <p>Oct</p>
<p>Reports from centres</p> <ul style="list-style-type: none"> <li>• Both Ashington and Newbiggin centres both running OK, no issues at present</li> </ul>		
<p>Warehouse matters</p> <ul style="list-style-type: none"> <li>• Joan has confirmed we probably have sufficient capacity for harvest donations anticipated. Therefore it was decided to knock the Ferguson store off -hire</li> </ul>	<p>Sean</p>	<p>Sep</p>
<p>Other matters</p> <ul style="list-style-type: none"> <li>• All session managers to ensure that several empty IKEA bags are always in the van to facilitate collections</li> <li>• The financial position was reviewed and it was agreed that our balance is in line with known liabilities with reserves appropriate to maintain service continuity</li> <li>• Stats suggest demand has plateaued in the last couple of months. To be kept under review</li> </ul>	<p>Session managers</p>	<p>Ongoing</p>

<ul style="list-style-type: none"><li>• Further Lidl bags required- Sean to order</li><li>• John to obtain extra van key for Andy Heaton</li><li>• Date of next meeting to be confirmed</li></ul>	Sean John	Sep Sep
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