



C/o Adult Learning
St David's House
20 South Bridge Street
Bathgate
West Lothian EH48 1TJ

ALF Minutes: Monday 28th November 2022

**Location: The Jim Walker Bathgate Partnership Centre
Room GP 12/13.**

Present: Charlie S, Janice F, Jenny P & Margaret B

Apologies: Lecia N, Garrion J, Mandy P & Mandy W

Welcome: Jenny welcomed everyone to the meeting and passed on apologies.

Minutes: Minutes of September meeting approved.

IT Issues: Mandy P and Anton W both reported IT issues at their end meant they would be unable to attend the meeting online. Margaret agreed to pass on minutes once they are addressed.

Adult Learning Updates: Margaret provided members with an update on the Adult Learning Event held in Howden Park Centre on 19th of November. This had been very successful for all learners and for the first time since Covid19 hit the first opportunity ALF members have had to provide support.

Margaret wanted to thank Janice and Mandy P who came along and were able to help attendees to sign in, directing to the event area and supported the clear up at the end of the session.

Treasurer's Report: Charlie provided an update of latest figures following rebalancing as a result of cheque reissues/ cancelling the results are as follows:

ALF funds Balance Sept 2022	£	745.47
Cash in hand Jan 2022	£	48.58
Driving Forward Balance May 2022	£	265.12

Charlie highlighted that following discussions with Anton on uncashed cheque had failed to reach the student therefore he will reissue. This will not impact on funds noted as the payment has already been deducted from DT funds.

Charlie also informed members that some tea/coffee funds have been donated to ALF. Margaret and Charlie will meet 6th Dec to count these funds ready for banking.

OSCR Update: Charlie was pleased to inform the committee that annual audit had been complete and all paperwork is now ready to forward to OSCR.

Training Input: A recap of Roles & Committee Skills was to be covered at tonight's meeting as Mandy P had been unable to attend this session over the summer. Unfortunately, due to IT issues she had not managed to get online. It was agreed that Charlie would give a brief overview of H&S for those who were able to attend. This covered the importance of H&S for the individual and others as well as the purpose of completing a written Risk Assessment document.

AOB: ALF recruitment was noted as an area for consideration in the new year. Margaret stated that a presentation that could go out to groups was being produced. However, she also felt that there had to be a purpose for recruitment which would include Adult Learning putting forward ideas that they would like to see the committee take forward.

With no further committee business to discuss the formal part of our meeting closed at 20:15. As this was our last meeting of 2022 we then held a Christmas Quiz which all members enjoyed.

DONM: Monday 30/01/23 Location Jim Walker Bathgate Partnership Centre Room GP 12/13, time 7 – 9pm in person and online option will be available.