



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

Annual General Meeting

ALF Minutes: Monday 29th May 2023

Location: The Jim Walker Bathgate Partnership Centre
7- 9pm Room GP 12/13 or Room 3 (Drum).

Present: Charlie S, Janice F, Jenny P, Mandy W, Mandy P, Kimberly P, Alicia R, Anton W & Margaret B

Apologies: Lecia N & Lynn W.

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

Minutes: Minutes of March 23 meeting approved, proposed by Margaret B seconded by Mandy P.

Adult Learning Updates: Margaret informed members that a letter thanking Laura Wilson AL Manager for the donation of £500.00 from moneys gifted by former Volunteer Tutor Mr McLauchlan had been drawn up and signed will now be passed on.

Volunteer Training: Adult Learning is in the process of advertising for group volunteers and will be holding two Open Events where anyone interested can come along and find out more about what we do and what is involved in Volunteer Training. These events will be held on Monday the 12th of June at 7 – 9 pm and Wednesday 14th 1 – 3pm. Usually at these events we would have people who are or have been students as well as volunteers who already work with groups come along and say a bit about what learning in a group is like or what it's like to support a student. Committee were asked if these sessions go ahead would anyone be willing to come along.

Evening session: Janice F & Mandy P volunteered to support Monday 12th
Daytime session: Charlie S.

Invite to attend sessions will be opened up to groups if conformation for training delivery is agreed to give current students an opportunity to attend if they wish.

Reading Event November: Adult Learning are planning to have another event in November this year likely on a Saturday morning at Howden Park as last year. Once plans are firmed the committee will be informed and hopefully we can have a couple of people from ALF come along to help with signing in etc.

AGM Treasurer's Report: Charlie provided an update of latest figures:

ALF bank funds Balance March 2023	£	657.98
Mr McLauchlan Donation	+ £	500.00
ALF bank funds Balance May 2023	£	1157.98
Cash in hand Mach 2023	£	41.08
Driving Forward Balance March 2023	£	265.12
Driving Theory Payment	- £	23.00
Driving Forward Balance May 2023	£	242.12

OSCR Updates: Given this was our AGM Charlie went through OSCR Annual Report with attendees. This provided them with an opportunity to see all money payments over the previous year and how these balanced bank statements. Accounts and the OSCR report will now be past on for external approval before forwarding to OSCR.

AOB: Discussion of ALF meeting dates from Aug 2023 to Aug 24 were agreed. We will continue with bimonthly meetings a request for proposed meeting dates to be booked will be sent on to the appropriate member of staff.

Proposed time 7 – 9pm dates:

Monday 30th October 2023
Monday 27th November 2023
Monday 29th January 2024
Monday 25th March 2024
Monday 27th May 2024
Monday 26th Aug 2024

DONM: Monday 28th Aug 2023 7 – 9pm Jim Walker Bathgate Partnership Centre Room GP 12/13 or Room 3 (Drum).