



Adult Learning Friends
C/o Adult Learning Team
Education Services
West Lothian Council
Inveralmond Community High School
Willowbank
Ladywell
Livingston
EH54 6HW

ALF Meeting

Minutes: Monday 30th October 2023

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

Present: Charlie S, Margaret B, Jenny P & Lynn W

Apologies: Mandy P, Janice F, Lecia Clark & Anton W

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

Minutes: Minutes of Aug 23 meeting approved, proposed by Charlie seconded by Lynn.

Adult Learning Updates:

Adult Learning has now relocated to Inveralmond Community High School. With this in mind, members were informed that as Treasurer Charlie will need to inform Bank of Scotland and OSCR of our new address in order to ensure any correspondence is directed to the correct location. Charlie agreed to move this forward. For personal health reasons Charlie put forward a request that Margaret B be added as an additional signatory for money transactions. With his permission Margaret agreed to inform Adult Learning of this request and will update at our next meeting.

Adult Learning are once again holding a Learner Journey Event on Saturday 18th November 2023 at Howden Park Centre Livingston. Timing and programme for the event is in the progress of being finalised. Once again we would ask ALF volunteers to support this event helping attendees to sign in, directing to the event area and AOB. On the day ALF members should arrive at Howden Park Centre for 9.45am. They are also invited to participate which this year will take to format of a Murder Mystery event. Margaret agreed to email those who couldn't attend tonight's meeting to see if they would be available to support at the event.

As agreed at our last meeting, Charlie provided an update on his research of prices for Welcome Packs there has been an increase in price for items overall. It was agreed that a budget of £200 would be made available when a new batch of resources is required.

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

ALF bank funds Balance Oct 2023 £ **1157.98 unchanged**

Cash in hand Oct 2023 £ **35.58 unchanged**

Driving Forward Balance Aug 2023 £ **242.12**

Outstanding cheque had now been cashed - £ 23.00

Driving Forward Balance Oct 2023 £ **219.12**

OSCR Updates: Annual Report with independent examiner at the moment. Once returned will be sent on to OSCR. Charlie will update at next meeting.

AOB: With no additional updates to report, formal business closed.

DONM: Monday 27th Nov 2023, 7 – 9pm Jim Walker Bathgate Partnership Centre Room GP 12/13 or Room 3 (Drum).