

Hinckley Canalside WI

Members' Handbook

2020



Website: <https://hinckleycanalsidewi.co.uk/>



Welcome to Hinckley Canalside WI

Now you are a member, you are part of The National Federation of Women's Institutes (NFWI) which is one of the largest voluntary organizations for women in the UK, with over 220,000 members in approximately 6,300 WI's.

In 1915 the NFWI set out to give women a voice, to be a force for good in the community. A trusted place for women, run by women of all generations, giving an opportunity to share our experiences or learn from someone with real knowledge, first hand.

The same is true today.



The name of Hinckley Canalside WI was chosen as the area has strong links to the local waterways, the canal literally running alongside some of our homes, and Trinity Marina and The Wharf Inn are not far away. At our first meeting on 2.11.2011 we had around 30 members. We now have over 100, of varying ages and backgrounds, some of whom live outside of Hinckley. We moved venues in January 2020 to the Mary Forryan Centre at St. Peter's Catholic Church, Leicester Rd, Hinckley LE10 1LW, and decided to retain our name.

We produce a monthly newsletter and other information, which is circulated by email where possible to keep down costs, and printed copies are available at meetings for visitors or those without email.

We also have a website <https://hinckleycanalsidewi.co.uk/> and a **Facebook** page.

We hope you will find this handbook informative and useful, as you may know little about WIs in general or how our WI operates. We are a friendly, informal group and want you to feel welcome and included in our plans and activities from the beginning.

If you have any questions or would like to suggest further additions to future editions of this handbook, please talk to a committee member. Their details and photos are on the next pages, with their primary role/responsibilities.

Hinckley Canalside WI – Who's Who

Your committee members and other contacts for the current year are below. The president and committee are selected or retained by members' votes, following nominations, at our annual meeting each November.



Mandy Cutler

President



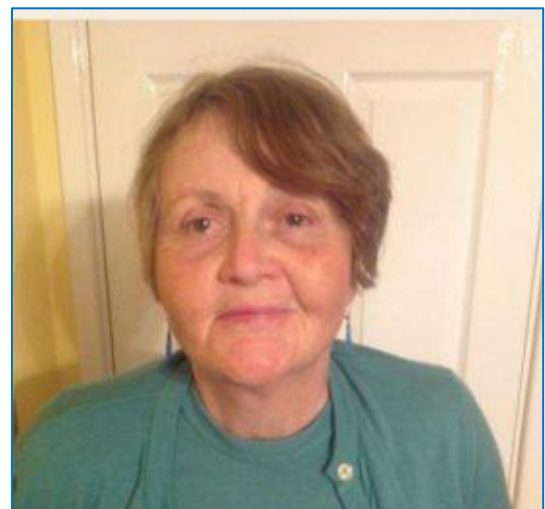
Margaret Lawrence

Vice-President
Programme Secretary



Pat McShane

Vice-President
Membership Secretary
Darts Co-ordinator
ACWW



Judith Smith

Secretary
County Events Bookings
Book Club



Caroline Drodge
Committee Officer



Sue Barden-Marshall
Walking Group



Ann Bowles
Gift Aid
Charity Fundraising



Justine Goodwin

Refreshments
Website Management



Cath Greenwell

Sales Table
Trade Register



Gill Hannah

Publicity
Members' Welfare
Birthdays
Raffles
Scrapbook
Skittles Co-ordinator



Dilys Lees

Refreshments



Lisa Parkins
Front of House



Jenny Wright
Refreshments

Other Contacts	
Colleen Simpson	Craft Club
Pat McShane	Newsletter
Dani Darling	Newsletter
Anne Fullagar	WI Adviser

Information about Canalside WI Meetings

We meet on the 1st Wednesday of every month (no official meeting in August, but usually a social/fundraising event, and the meeting at Easter may be another Wednesday) at the Mary Forryan Centre at St Peter's Catholic Church, starting at 7.30pm prompt. There is plenty of car parking space.

There are 11 WI meetings each year included in your membership. The speakers/activities are planned by the committee in the spring for the following January to December meetings, and will be presented for members' approval before booking. Members' suggestions for specific speakers or preferred interests are welcomed. Details of the meetings and planned activities for the year ahead will be in your programme, given out in January or on joining.

When you arrive, please tick next to your name on the sheet at the table on the left in the foyer by the door, and pay £1 for refreshments, for which you will receive a ticket. Members are asked to help with setting out chairs, if they are able, and to stack their chair at the end of the meeting.

Timetable for the Evening:

- 7.30pm welcome and WI business/updates by the president and committee
- Speaker/demonstration
- Thanking the speaker
- Refreshments and social time
- Meeting ends at around 9.30pm

Refreshments

Tea and coffee are available after the speaker's talk and delicious cakes or fruit are provided by the members too, on a rota basis. At the meeting a committee member asks for volunteers to bake or buy for the following month. If you are unable/ unwilling to do so, please let us know. We do try to cater for any special dietary needs.

Members are requested to pay a £1 for refreshments; any surplus monies are put towards payment of our Christmas buffet.

It would be great if you could **bring a reusable cup or travel mug** to our meetings – or **even your own crockery** with a zip up bag! This small gesture counts and is consistent with WI campaigns over the last 100 years on a range of environmental causes - such as the more recent action on End Plastic Soup.

Raffles are run at alternate meetings and the proceeds are used for members' welfare.

Thanking the Speaker

We thank the speaker before refreshments and are always looking for volunteers to fulfil this task. If you wish to volunteer please contact a member of the committee. If you want some help with this task, here are some guidelines:

T Thank you Mr Jones – or if you know him well, Tony.

R Recall a relevant point from the talk – but do not re-run it all.

A Add a brief comment from your own experience.

C Compliment the speaker.

T Thank again – and stop!

Thanks should be sincere, audible and delivered with a smile both in your voice and on your face!

Visitor Policy



We always welcome visitors, so if you have a friend who would like to come to a meeting, ask them to sign the visitors' sheet on the signing in table in the foyer.

Guidance from the NFWI (the national tier of the WI) states that an individual should be permitted to attend up to three times as a visitor before she is obliged to pay the full subscription and become a member.

As we claim Gift Aid on some members' subscriptions (with their consent), we do not charge a visitor fee. Visitors may wish to make a donation, but there is **no obligation**. A suggested donation per visit is £3.

Subscriptions 2020

Subscriptions rates are set by the NFWI Board of Trustees, after consulting the National Council. The membership subscription for 2020 is **£43.00**. Subscriptions are due in January each year. Your subscription payment is distributed as follows:

	WI share	Federation share	NFWI share
£43	£21.10	£10.00	£11.90

Pro-rata subscription for new members in their first year

New members joining the WI in 2020 for the **first time**, or who have **not previously been a member of any WI in the past 10 years**, will pay a **pro-rata subscription** depending on the quarter in which they join. The rate per quarter and the distribution are shown in the following table.

Date of joining 2020	Total subscription	WI share	Federation share	NFWI share
1 Jan to 31 March	£43.00	£21.10	£10.00	£11.90
1 April to 30 June	£32.25	£15.83	£7.50	£8.92
1 July to 30 Sept	£21.50	£10.55	£5.00	£5.95
1 Oct to 31 Dec	£10.75	£5.28	£2.50	£2.97

Gift Aid



You will receive a WI Gift Aid Declaration Form – when you join or pay your subscription in January. If you are a taxpayer, please consider opting in.

For every £1 of subscriptions, Canalside WI can claim 25p of Gift Aid – on the WI share of your subscription.

Data Protection

Members' data is held securely by some committee members. If you want to find more information about the WI and data protection then use the website link below:

<https://mywi.thewi.org.uk/running-your-wi/data-protection>

Photos: Personal data includes photos. We ask members to complete a consent form giving permission, or otherwise, for committee members to take photos of you and use these in our printed and online publicity. Our publicity officer, Gill Hannah, will normally be taking the photos.

At each meeting we try to ensure that a disclaimer reminding members that photos may be taken is publicized. Those members who have opted out are asked to withdraw before a photo is taken or, failing this, to inform the photographer before photos are published.

Please inform Pat McShane, our MCS rep, if you wish to update or delete any personal data held on our WI records.

Annual Meeting

Our WI Annual Meeting is held in November of each year, when the president and committee for the following year are appointed. Committee roles are then decided at a meeting of the new committee. We are a friendly, lively committee and always welcome members to get involved – talk to a committee member if you are interested. We have a total of 15 on our committee.

Clubs and Activities

Our committee members arrange a variety of optional trips and events for members throughout the year, which are self-funded (i.e. any cost is met by participants). Ideas are always welcome from members. Details are announced in our monthly newsletter and at meetings, and you can add your name to the relevant list on payment of a deposit or full payment. The trips/events table is on your right as you enter the main meeting hall.

Hinckley Canalside has supported a number of groups of members with similar interests in arranging other regular meetings or activities. We currently have a Book Club, Craft Club and Walking Group: their activities are publicized in the monthly newsletter. If you have an interest and would like to start a new group, please talk to one of the committee members about your idea.

We also have teams who meet and compete annually with other WIs in darts and skittles, details of which are announced in our newsletter and at the monthly meetings.

There is a crochet club, a non-WI activity, but all members are most welcome to attend. They meet twice a month on the 1st and 3rd Tuesday of the month at 'The New Plough Inn', in the function room at the back at 6.30pm – 8.30pm alongside the Cosy Yarn Knitting Group, who are there from 6-8pm every week. Anyone is welcome.

Charity Fundraising

As a charity the WI's objects are to advance the education of women and girls; to promote sustainable development and to advance health for the public benefit. WIs can raise funds for local charities in line with the above objects.

Each year members make suggestions about potential beneficiaries and then a vote takes place. A fundraising sub-committee works on ideas for and organizes activities that will raise monies. Past ventures have included an abseil, aqua splash, sponsored walks, a bra walk, barn dance and beetle drive.

In 2020, after consultation with members, it was decided that we would support the Hinckley Area Foodbank, seeded by the Trussell Trust. A collection in the summer time would help fulfil demand at a time when free school meals for children are not available. This is consistent with the the current national WI campaign against food poverty, **Food Matters**.

Community Involvement

Canalside WI has an excellent record of community involvement and in 2018 we were nominated for a Longstanding Achievement Award in the Making a Difference Awards run by Hinckley and Bosworth Borough Council to acknowledge the work done by individuals in the Voluntary and Community Sector.



Hinckley Canalside Bursaries

Each year two bursaries of £300 are available to members, which are drawn in February to spend on attending a course at the WI's own college, Denman College. The college, in Oxfordshire, runs a wide variety of residential and day courses. The conditions are that a course is booked within the same financial year (by September), takes place within 12 months, and a previous winner of the bursary cannot enter the draw again.

Watling Group

Each WI in Leicestershire and Rutland belongs to a small 'group', which enables WIs local to each other to pool their resources, and the opportunity to network with other WI members. Hinckley Canalside belongs to the Watling Group, which also includes the Hollycroft and Burbage WI's.

The group organizes events for all group members to attend and brings all three together at an annual meeting in March. Each member WI takes turns to host this meeting. On March 19th 2020, it will be Hollycroft's turn. The Watling Group also has a bursary of £300 available for any group member, who has not previously won, and names are drawn at the annual meeting.



Federation

Every WI also belongs to a county federation. Ours is Leicestershire and Rutland (LRFWI), and WI House has its headquarters in Leicester, which organizes a number of events which are publicized and booked through our own WI secretary. Flyers and information about these events are distributed by our secretary by email at least monthly and displayed at meetings. Details are also in its monthly publication 'County News', which members can subscribe to annually at a cost of £3.50. These are distributed at our monthly meetings.

There is an annual council meeting (ACM), held in Leicester, for all Leicestershire WI members to attend. This is an all-day event with a number of speakers, craft stalls and displays of the year's achievements across the county. There are a number of competitions held too - details through your secretary.

National Federation of Women's Institutes (NFWI) Information:

Head Office, 104 New Kings Road, Fulham, London SW64LY

Tel No. 02073719300 Website address: <https://www.thewi.org.uk/>

E-mail hq@nfwl.org.uk

WIs – the membership belong to about 6,300 separate WIs spread throughout England, Wales, the Channel Islands and the Isle of Man. Each WI is self-governing within the framework of the WI Constitution and Rules.

Federations – the WIs are grouped to form 69 County and Island Federations.

NFWI- together the WIs and County and Island Federations make up the National Federation of Women's Institutes. Each part of the WI is run by a committee of elected members including the NFWI Board of Trustees.

National Annual Meeting

This is held annually during June in different parts of the country, for all WIs throughout England, Wales, the Channel Islands and the Isle of Man. At this meeting the National Resolution for that year is approved, National Business is covered, awards presented and there are always two excellent speakers. A nominated delegate from the group who attends will report back to each of the WIs in the Watling Group.

WI Life Magazine

This is a magazine produced by the NFWI. Every member receives eight copies of this magazine each year, delivered through the post.

My WI

My WI is the dedicated website for WI members. Here you will find everything you need to get the most from your membership – from essential information and advice for running your WI, to campaign action packs and special interest projects for you to try.

Website address: <https://mywi.thewi.org.uk/welcome-to-my-wi>

Denman College

Located in Marcham, Oxfordshire, this is the WI's own residential adult education college, which provides courses, conferences, social and fun activities in music, art, craft, current affairs, sports, homemaking, etc. Training is available in many subjects, often leading to a certificate. Everyone is welcome – men and women, members and non-members.



[#ShowTheLove](#)

NFWI Campaigns

The WI has campaigned on a huge range of issues in the past – from promoting women's rights and fostering health awareness, to encouraging sustainable development and building a fairer society.

Each year WI members are asked to submit and vote for resolutions that may ultimately become national campaigns.