

Hinckley Canalside WI Members' Handbook 2021



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. This quickly built up to around 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, but decided to retain our name. In March 2020 physical meetings became impossible due to the COVID-19 epidemic, and we moved to provide virtual speakers online using Zoom from July, with a plan to resume physical meetings soon after this becomes safe and possible.

Prior to this, we produced a monthly newsletter about past events and future plans and other information, circulated by email where possible to keep down costs, with printed copies available at meetings for visitors or those without email. We plan to resume monthly newsletters once we resume physical meetings, but have sent updates to members by email and letter. We also have a website <https://hinckleycanalsidewi.co.uk/> and a **Facebook** page.

We are hoping to resume physical meetings in the summer of 2021 (this is dependent on the Covid 19 context) and already have a programme of speakers and trips/activities planned, with virtual events on Zoom until then.

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. Details were correct at time of review in March 2021. Your committee's details and photos are on the next pages, with their primary role/responsibilities, but any of us would be happy to help in any way we can.

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.



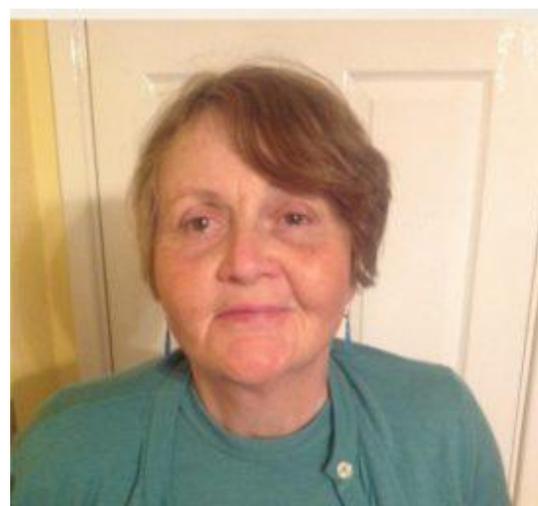
Mandy Cutler
President
WI Adviser



Margaret Lawrence
Vice-President
Programme Secretary



Pat McShane
Vice-President
Membership Secretary/MCS
County News
Darts Co-ordinator
ACWW
Book Club



Judith Smith
Secretary
County Events Bookings
Book Club



Caroline Drodge
Committee Officer



Sue Barden-Marshall
Walking Group



Ann Bowles
Trips/Events Organiser
Gift Aid
Charity Fundraising



Justine Goodwin
Refreshments
Website Management



Cath Greenwell
Sales Table
Trade Register



Gill Hannah
Members' Welfare
Birthdays
Raffles
Scrapbook
Skittles Co-ordinator
Theatre Visits
Publicity



Dilys Lees
Refreshments



Lisa Parkins
Front of House
Information Officer



Jenny Wright
Refreshments

Other Contacts	
Colleen Simpson	Craft Club
Pat McShane	Newsletter
Lisa Bingley	Crochet Club
Anne Fullagar	WI Adviser

Information about Canalside WI Meetings

During the Covid pandemic, we have held our meetings virtually on Zoom, and will resume physical meetings once it is possible and safe to do so. 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 in the summer for the following April to March meetings and will be presented for members' approval.

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 April or on joining.

When you arrive, please tick next to your name (they are alphabetical by surname) on the attendance 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 help return furniture to its usual place 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 – opportunity to book event/trip tickets or visit the sales table
- Meeting ends at around 9.30pm

Refreshments

Tea and coffee are available after the speaker's talk and 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. We do try to cater for any special dietary needs, so please let a committee member know if you have a particular dietary need, and we will do our best to accommodate this. Members are requested to pay a £1 for refreshments, though if you have provided cake or fruit you are not expected to pay at that meeting. Any monies left after expenses 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. Prize donations are always welcome.

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

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 2021

Subscriptions rates are set annually by the NFWI Board of Trustees, after consulting the National Council. Local WIs have flexibility over the WI portion. At Canalside WI the annual membership subscription for 2021 is **£44.00**. Subscriptions are now due in April each year and your payment is distributed as follows:

Annual Membership Fee	WI share	Federation share	NFWI share
£44	£21.60	£10.30	£12.10

Pro-rata subscription for new or returning members in their first year

New members joining the WI in 2021 for the **first time**, and since April 2021 who have **not previously been a member of any WI for at least one year**, 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 2021	Total subscription	WI share	Federation share	NFWI share
1 Apr to 30 June	£44.00	£21.60	£10.30	£12.10
1 July to 30 Sept	£33.00	£16.20	£7.73	£9.08
1 Oct to 31 Dec	£22.00	£10.80	£5.15	£6.05
1 Jan to 31 Mar 2022	£11.00	£5.40	£2.58	£3.03

Dual members (already a member of another WI) pay only the annual WI share to join another WI, regardless of when in the year they join.

Gift Aid



You will receive a WI Gift Aid Declaration Form – when you join or pay your subscription in April. If you are a taxpayer, please consider opting in. This means that, for every £1 of your subscriptions, Canalside WI can claim 25p of Gift Aid – on the WI share, which on a year’s membership could be an extra £5.40 of funds.

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, <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 meetings 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 (including your telephone number, email or address) held by us

Annual Meeting

Our WI Annual Meeting is held in November of each year, when the president and committee for the following year are appointed. We have a maximum of 15 on our committee, who usually meet once monthly, to discuss and plan our meetings and other activities. Committee roles are decided at the next meeting of the new committee after our annual meeting. We are a friendly, lively committee and always welcome our members to get involved in any way, and you can join our committee at any time in the year if there are vacancies – talk to a committee member if you would like to know more.

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 our monthly newsletter, and organiser contact details available from your committee. 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 local crochet club, a non-WI activity, where 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 objectives 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 objectives. Each year members make suggestions about potential beneficiaries, and then a vote takes place. A fundraising sub-committee works on ideas 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 current national WI campaign against food poverty, **Food Matters**. As we have been unable to

fundraise or make collections, we will retain this as our charity for 2021. You can find out more about Hinckley Area Foodbank at <https://hinckleyarea.foodbank.org.uk>

Community Involvement

Hinckley 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.

Trade Register

We have built up a folder of contact details of tradespeople, recommended by our WI members, which is available at every meeting on the Sales Table.

Hinckley Canalside Bursaries

Until 2020, two annual bursaries of £300 were available to our WI members, which were drawn in February, from names submitted, to spend on attending a course at the WI's own college, Denman College, which ran a wide variety of residential and day courses. Sadly, the Denman College has now closed, though some courses are still run online. The bursaries were suspended for 2021, and reviewed by the committee, who decided to provide 1 smaller bursary of up to £100 (including any costs of travel & materials) from 2022, to spend on an approved course or activity locally. This will be reviewed annually to ensure that we have sufficient funds to meet the cost.

The conditions are that a course is booked in the same financial year, takes place within 12 months of the draw, and you cannot enter the draw if you have been a previous winner for the preceding 5 years.

Qualifying (full or dual) members simply add their name to a draw for a chance to win a bursary.

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. This has been postponed for 2021, with no new date

decided at the time of production of this handbook in March. The Watling Group also has a bursary of £300 available for any group member, who has not previously won, and names are drawn at their annual meeting.

WI Structure & Organisation Information

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. Ours is called **Hinckley Canalside WI**.

Federations – the WIs are grouped to form 69 County and Island Federations. Every WI also belongs to a County Federation.



Ours is called **Leicestershire and Rutland (LRFWI)**, and has its headquarters at WI House in Leicester, which organizes a number of events annually 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 the federation's monthly publication 'County News', which members receive on email. For members without an email address, 'County News' is also posted each month on the federation website:

<https://leicestershire-and-rutland.thewi.org.uk/>

There is an annual council meeting (ACM), held on a Saturday in March 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 and tickets are available through our secretary. This year this will be held as a virtual (online) event on 6th March, will be free, and anyone can join.

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.

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

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. This year it will be on Tuesday 8th June, at the Royal Albert Hall in London. 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 delegate from the Watling Group attends the meeting and will vote on behalf of the member WIs, and report back to each of the WIs in the Watling Group. A limited number of observer tickets may also be available, booked through our secretary.

WI Life Magazine

This is a magazine produced by the NFWI. As part of your membership, 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 adult education college, which provides online courses and 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

Resolutions - 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, discuss and vote for resolutions that may ultimately become national campaigns. We do this at our May meeting.