

**Hinckley Canalside WI
Members' Handbook
2024 -25**



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

Email: canalsidewipresident@gmail.com



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 around 180,000 members in approximately 5,500 WIs.

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 original catchment area had strong links to the local waterways, the canal literally running alongside some of our homes, and Trinity Marina and The Wharf Inn were not far away. At our first meeting on 2.11.2011 we had around 30 members. This quickly built up to and is currently around 90 members 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 June, with a plan to resume physical meetings as soon as this became safe and possible. We resumed physical meetings in September 2021. We also have several special interest groups meeting regularly, which includes two craft clubs, a book club, and darts and skittles teams.

We produce 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 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. Details were correct at time of review in December 2023. 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, main responsibilities and other contacts for the current year are below. The president is selected or retained by members’ votes, following nominations, at our annual meeting each November.



Ann Bowles

President



Judith Smith

Secretary
County Events Bookings



Caroline Drodge

Committee Officer



Margaret Lawrence

Vice President
Member Liaison
Trips/Events



Sue Barden-Marshall

Vice President
Programme Secretary



Pat McShane

Membership Secretary/MCS
Book Club
Darts Co-ordinator
Gift Aid
ACWW
Resolutions



Gill Hannah

Members' Welfare/Birthdays
Raffles
Skittles Co-ordinator
Theatre Trips
Scrapbook & Publicity



Cath Greenwell

Sales Table
Trade Register
Record of Monthly Meetings



Mandy Cutler

WI Adviser, Trips/Events, Website Updates,
Programme Card, Members' Handbook



Justine Goodwin

Refreshments
Website Co-ordinator



Lisa Parkins

New Members' Induction
Members' Handbook, Committee Data,
Collection of Used Stamps



Jenny Wright

Trips/Events



Caron Wilson

Newsletter Production, IT Support,
Refreshment Donations



We currently have vacancies on the committee – if you would like to get involved in any way, large or small, talk to any of us. You would be very welcome.

Other Contacts

Julie Cooper	Third Tuesday Craft Group
Colleen Simpson	Bits and Bobs Craft Group
Mandy Cutler	WI Adviser

Information about Canalside WI Meetings

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

There are 11 WI meetings each year included in your membership. The speakers/activities are planned in the autumn for the following April to March meetings and are 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 in the foyer. We ask members for a voluntary contribution of £1 for refreshments at each meeting for which you will receive a ticket to hand in at the servery; this facilitates the annual Christmas buffet. Members are asked to help with setting out tables and 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 £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 action on End Plastic Soup.

Raffles are run at 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 donate, but there is **no obligation**. A suggested donation per visit is £3.

Subscriptions 2024/25

National Subscriptions rates are set annually by the NFWI Board of Trustees, after consulting the National Council. Annual membership subscription for 2023 is **£48.00**.

Subscriptions are now due in April each year, to be paid by the end of the month. Your subscription payment is distributed as follows:

Annual Membership Fee	Our WI share	Federation share	NFWI share
£48	£23.60	£11.30	£13.10

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

New members joining the WI for the **first time**, or 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 2023	Total subscription	WI share	Federation share	NFWI share
1 Apr to 30 June	£48.00	£23.60	£11.30	£13.10
1 July to 30 Sept	£36.00	£17.70	£8.48	£9.82
1 Oct to 31 Dec	£24.00	£11.80	£5.65	£6.55
1 Jan to 31 Mar 2024	£12.00	£5.90	£2.83	£3.27

Dual members (already a member of another WI) pay only the annual WI share of £23.60 to join Canalside 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 add an extra £5.90 to funds. **This is at no cost to yourself.**

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, or Justine Goodwin, website coordinator, 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 – we currently have two. If you would like to observe a committee meeting, you are welcome to join us. 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 several groups of members with similar interests in arranging other regular meetings or activities. We currently have two Craft Clubs and a Book Club: their activities are publicized in our monthly newsletter, and organiser contact details are 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.

Charity Fundraising

As a charity, the WI's objectives are to advance the education of women and girls; to promote sustainable development; to advance health and to advance citizenship – all for the public benefit. WIs can raise funds for local, national and international charities **in line with the above objectives**. Each year members make suggestions about potential beneficiaries, and then a vote takes place. The 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.

For 2024, after consultation with members, it was decided that we would continue to support the Hinckley Area Foodbank, seeded by the Trussell Trust. This is consistent with the current national WI campaign against food poverty, **Food Matters**. 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. Any personal recommendations are welcome.

Hinckley Canalside Bursaries

The number and value of bursaries are reviewed annually by the committee to ensure that we have sufficient funds to meet the cost. The bursary is to spend on a federation approved course or activity locally (including any costs of travel & materials). Those taking up a bursary should get their choice of provider approved by the WI committee before booking. There is a document on Canalside's website with suggestions of educational providers for bursary winners.

For 2024 there are two bursaries, each for up to £100, available.

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 at our May meeting in 2024, for a chance to win a bursary.

WI Structure & Organisation Information

WIs – the membership belongs to about 5,500 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 several 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 publicized at meetings. Details are also in the federation's monthly publication 'County News', which is emailed free to members. A printed copy can be ordered for £1.50 each, plus P&P, via our

secretary. 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 several 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. Each WI is allocated a certain number of tickets and there is a free ticket for the delegate from each WI, who in return is asked to submit a report for their WI about the meeting.

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. 0207 371 9300

Website address: <https://www.thewi.org.uk/> E-mail hq@nfwl.org.uk

National Annual Meeting

This is held annually during late May or early 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. Our WI is grouped with other local WIs and one delegate represents this group at the National Annual Meeting. The delegate will report back on her experiences. A limited number of observer tickets may also be available, booked through our secretary. Online attendance at the National Annual Meeting is also possible.

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

With the demise of Denman College, a new online facility was launched in May 2020 called Denman at Home. Like-minded people can take part in online courses, learning new skills, brushing up on their history or taking their hobby to the next level. It's all there for every ability and every interest. Please take a look at what's available at <https://www.denman.org.uk>

Denman on Demand

Tune into pre-recorded demonstrations and talks at a time which suits you!

On this site there are courses you can access anytime, brought to members by partnerships with Make it Click and Learn My Way. **There is no charge for some of these courses.** To see what's currently available, click on the link:

<https://www.denman.org.uk/on-demand/>

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.

