# Northamptonshire County Federation of WIs

WI House

71 Park View

Moulton

Northampton NN3 7UZ

Tel/Fax: 01604 646055

E-mail: admin@ncfwi.org.uk

To all Secretaries

September 2019

Dear Secretary,

**ANNUAL MEETING REPORT FORM 2019**

Your WIs updated information is required immediately after your Annual Meeting to help us produce the Northamptonshire Federation Year Book for next year.

Officers’ names and addresses etc. will be used in the Federation Office and to produce the 2020 Year Book. An email address for at least one Committee member is essential so that we can communicate information by that method when necessary.

The NCFWI will use the details you provide on this form for our legitimate interests to administer your role as an officer or committee member of your WI. This form will be kept secure and eventually destroyed

The WI’s meeting venue, postcode, day, time of monthly meeting and **information regarding the disabled access** will be displayed on the website. (Please use one of the options given for disabled access). This information forms the basic front web page for each WI, therefore it is essential that every effort be made to fill in the correct information. If you are unsure of the postcode of your venue it can often be found by using the “Google” search on-line, quoting name of venue and from options given it is possible to check the post code. Speakers will use this for their Sat Navs or to get directions from other Web route finders. Please do not use the President’s or Secretary’s postcode unless they live next door!

WIs who update their own MCS details and individual websites should make sure these details are updated as soon as possible after your Annual Meeting and as necessary throughout the year when any changes take place. Please make sure the MCS details match this form.

Our Year Book Editor, Office Clerk and Website Manager all need to be able to read the details given**. Please, please make sure the writing is legible. Please also ensure a copy of the 2018/2019 Financial Statement is sent with the Report Form.**

If you would like to fill in your form on-line it can be downloaded from the Northamptonshire website or sent to you via email by Jackie in the WI Office.

Your details will be kept securely and will not be shared with anyone outside of the organisation. If you have a query regarding the information held on you the full NFWI Privacy Policy can be found online <https://www.thewi.org.uk/privacy-policy>.

Yours sincerely,

Margaret Foster

Membership and Training Chairman

Incorporated in England & Wales as a Company Limited by Guarantee – No 2705833

Charity Registration No 1010740 VAT Registration No 120325527

Chairman Anne Seckington Treasurer Cate Purcell Secretary Jackie Andrews

 Northamptonshire County Federation of WIs

**ANNUAL MEETING REPORT FORM 2019**

***PLEASE COMPLETE THIS IN FULL IMMEDIATELY AFTER YOUR ANNUAL MEETING MAKING SURE THAT ALL DETAILS, PARTICULARLY E-MAIL ADDRESSES, ARE CORRECT AND LEGIBLE. AN E-MAIL FOR AT LEAST ONE COMMITTEE MEMBER IS ESSENTIAL. IT MAY BE USEFUL TO SET UP GENERIC EMAILS FOR YOUR OFFICERS – PLEASE CONTACT THE MEMBERSHIP & TRAINING COMMITTEE IF YOU NEED HELP.***

WI: ……………….………….…………………………………..………. Annual Meeting Date: …………………………..…..

Charity Registration Number (if applicable): ………………………

Website Address……………………………..……………………….

Number of full members as at 1 October 2019 ……………. Number of dual members ………………………....

Day/Time of monthly meeting e.g. 1st Thursday 7.45pm ………………………………………………………...………….…

Meeting Place Address: …………………………………….…………………………………………………………………....

……………………………………………………………………………………………….. **Post Code** ……….…...................

**Disabled Access (Please delete as appropriate):** None/Restricted/No disabled toilet/Full

**Officers and Committee Members elected at the Annual Meeting**

**President**

Title (Mrs/Miss/Ms): ………… Forename: ………………...…………… Surname:…………………………………….

Address: ………………………………………….…………………………………………………………………………….….

………………………………………………………………………………………..…………… Post Code ………………….

Telephone: ……………………………………........ Email:…………………………………………………….…………….

**Secretary**

Title (Mrs/Miss/Ms): ………. Forename: ……………………………. Surname: …………………………………….

Address: .…………………………………………………………………………….………………………………………..…….

……………………………………………………………………………………………………. Post Code ……………………

Telephone: …………………………………………. Email ……………………………………………………….…………….

**Treasurer**

Title (Mrs/Miss/Ms):……..Forename:……………………….. Surname………….……………..………………....

Address: ...…………………………………………………………………….………………………….….……………………

…………………………………………………………………….…………………………Post Code …….…………………

Telephone: ……………………………….………… Email ………………………..……………….………………………..

***PTO…***

**Committee Members** (names only)

…………………………………………………………………………..

…………………………………………………………………………..

…………………………………………………………………………..

…………………………………………………………………………..

…………………………………………………………………………...

……………………………………………………………………………

……………………………………………………………………………

……………………………………………………………………………

……………………………………………………………………………

……………………………………………………………………………

**Date of Formation** ………………………………………………

**PLEASE ENSURE A COPY OF YOUR 2018/2019 FINANCIAL STATEMENT IS ENCLOSED WITH THIS COMPLETED FORM. THANK YOU.**

*PLEASE RETURN TO NCFWI, WI HOUSE, 71 PARK VIEW, MOULTON, NORTHAMPTON NN3 7UZ*

***IMMEDIATELY AFTER YOUR ANNUAL MEETING***

**PLEASE NOTE** details of WI, venue, postcode, day/week/time of meeting as well as a description of Disabled Access are now required for displaying on the website. Officers’ names and addresses etc. will be used to produce the Year Book and kept as a Federation record. The MCS should mirror these details. Please continue to update the MCS with any changes to your officers and membership as they occur.

The NCFWI will use the details you provide on this form for our legitimate interests to administer your role as an officer or committee member of your WI. This form will be kept secure and eventually destroyed.

Your details will be kept securely and will not be shared with anyone outside of the organisation. If you have a query regarding the information held on you the full NFWI Privacy Policy can be found online https://www.thewi.org.uk/privacy-policy.