



Surrey Federation of WIs
6 Paris, Parklands, Railton Road,
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www.surreyfedwi.org.uk



January 2020

SURREY ANNUAL MEETING
at Dorking Halls, Dorking
Monday 16 March 2020 10.15 am - 3.30 pm
(doors open at 9.00 am)

Dear Secretary,

PLEASE MAKE SURE THAT YOUR WI DELEGATE READS THIS LETTER SO THAT SHE IS AWARE OF ALL THE INFORMATION

Entry to the meeting will be by **programme only** and colour coded programmes will again be issued. These will be as follows:

WI Delegates: LIGHT BLUE

Visitors: CREAM (these will be sent out the middle/end of February)

Attached to this letter are the following;-

- (a) Standing Orders for Council Meetings

Enclosed separately:-

- (b) WI Delegate's Programme

- (c) Annual Review 2019 and Accounts

All of these are very important so please contact the office immediately if not received with the mailing.

1. Annual Review 2019 and Accounts These should be considered at your WI meeting and then passed to your Delegate to take with her to the Council meeting. If there are any questions please submit them in writing/email to the Federation Office, SFWI, 6 Paris, Parklands, Railton Rd, Guildford GU2 9JX **before Friday 28 February 2020.**

2. Visitors Programmes: Programmes, on request to the office; will be sent in the middle/end of February.

3. Seating There will be **NO** allocated seating for WI Delegates. Some seats will, however, be reserved for invited guests. Please let me know by **Friday 28 February 2020** at the latest, if any disabled members require special seating facilities so that arrangements can be made downstairs in advance.

4. Instructions for WI Delegates WI Delegates can sit anywhere in the auditorium. They are expected to stay for the whole of the meeting otherwise they may not claim their expenses for their travel from their WI. WI Delegates will be notified at the meeting if there is anything to be collected for their WI. Please remember that it is part of the Delegate's duties to give a report on the meeting to her WI. When asked to vote please use your light blue programme.

5. ACWW There will be a collection point for your foreign coins and jewellery which we are collecting in aid of ACWW.

6. The SFWI Shop Please take this opportunity to see the range of WI stationery and remaining Centenary Goods. If necessary please instruct your WI Delegate to collect stationery which your WI has ordered

7. WI Office Please note that SFWI, 6 Paris, Parklands, Railton Rd, Guildford GU2 9JX will not be open on the day of the meeting.

8. General Information

Chief Steward: Rosemary Stark Ashtead WI

First Aid: Provided by Dorking Halls First Aiders

For the hard of hearing: There is a loop system. Please note members requiring this have to register on the day with the reception desk at Dorking Halls

People with reduced mobility: Due to health and safety reasons people with reduced mobility will not be able to sit upstairs

Telephone number of the Hall: 01306 879200
(in the event of an emergency only)

Refreshments:
Coffee and tea will be on sale before the start of the meeting.

Car Parking: There is limited car parking available at the rear of the Dorking Halls. Please ask your members to car share. A map showing other car parks in Dorking will be sent out with visitors' programmes.

Personal Property: Members are urged to take particular care of handbags etc., as the Federation cannot be held responsible for any losses which may occur.

If any WI is unable to be represented at this meeting, it would be greatly appreciated if you could let the Federation know **by Friday 28 February 2020** so that we know to post the Delegate's pack

Yours sincerely

Diane Sanderson
Federation Secretary

Letter & WI Delegates Programme (Light Blue) sent to:
WI Secretaries (Mailing to Secretaries)
Board of Trustees