

CORNWALL FEDERATION OF WOMEN'S INSTITUTES

NFWI ANNUAL MEETING – THE ROYAL ALBERT HALL – 5TH JUNE 2024

Travel from Cornwall on Tuesday 4th June 2024 Return 5th June immediately after meeting

INSTRUCTIONS: Wis will receive the agenda from the National Federation.

DELEGATES: The procedure for this meeting is that 1 delegate will represent 4 WIs. If your **WI is shown on the new Linking List sent with this letter as due to provide a delegate for 2024 please elect her as soon as possible**, so that she can decide if she wishes to take advantage of the special coach/hotel arrangements to attend the meeting in person or attend the meeting virtually. **If you are not able to find a delegate, you should first contact the next WI on the Linking List (remembering that the delegate must complete and return the paperwork by 30th December 2023) to see if they can provide a delegate when they meet in December.** If they can, you should notify **Kathy Reed** and then post the agenda to your link delegate when you receive it. This is necessary so that the Federation Steward knows who will actually be attending. **If none on the WIs can find a delegate, please contact Kathy Reed before 30th December 2023, so that a proxy can be found.**

PAYMENT AND EXPENSES: The cost to every WI is **CHARGEABLE THROUGH THE ONE-BILL ACCOUNT**. Some single rooms are available, for which a single supplement of £35 pp is payable at the delegate's own expense. The delegate's out-of-pocket expenses must be shared equally between all 4 WIs in the link, as they are an obligatory payment by the WI, just as they are for other functions attended by a delegate on behalf of her WI. The hotel is a special price because of a group booking. To aid the WI in working out how much money their delegate should receive, we give the following information.

THE FOLLOWING EXPENSES MUST BE PAID FOR BY THE WIs:

Travel: To and from the coach stopping point. This will vary according to distance. As a guide the CFWI pays 38P per mile.

Meals: The delegate is away from home from Wednesday morning until very late on Thursday evening. 1 night's bed and breakfast will be provided at the hotel. Therefore, in addition to hot drinks etc the following meals are to be catered for:-

Tuesday, Lunch and evening meal

Wednesday, Lunch and meal on return journey.

Delegates might like to bring a snack from home for Wednesday lunch as it may be difficult to get a meal near the meeting venue with thousands of delegates in the immediate area. The recommended minimum amount for delegates away from home for 2 hours or long is £40. The delegate should be given this by her WI beforehand on the understanding that if she is involved in additional expenses the WI will recompense her on her return. If this is too much, she will return the balance. She should keep all receipts.

Telephone calls home may not be claimed for, and any tips are voluntary and so cannot be claimed for.

Delegates are strongly encourage to travel on the Cornwall Federation coach. If this is impossible, the delegate should contact the 2024 National Annual Meeting Trip Organiser for advice.

The National Annual Meeting Organiser for 2024 is: Mrs Kathy Reed, Wayside, Helebridge Road, Marhamchurch, Bude, EX23 0HZ (01288 361160, kathy.reed1@btinternet.com) All written queries to her should be accompanied by a stamped addressed envelope please.