



# MAC MEMO

## An update from SWFWI Advisers for WI Committees

October 2021 | Issue 4

### **Covid-19 and the Resumption of WI Meetings**

By now all of the Suffolk West WIs have hopefully held at least a first meeting back in their normal meeting venue. Despite the relaxation of restrictions, we are all mindful that Covid is still amongst us and numbers of infection remain high.

We are no longer required to carry out a risk assessment prior to a meeting, this change became effective in early September. It is, however, worthwhile requesting a copy of your venue's or village hall's risk assessment to check if they have any extra regulations. These must be adhered to under the letting agreement.

Most people of WI age will now be vaccinated unless they choose not to be. A very few cannot be vaccinated and will hopefully be taking extra precautions

Social distancing and wearing a mask is very much up to the individual and if there are members attending meetings or events who wish to do so we must respect their wishes. Hand sanitizer could still be offered but there is no formal requirement to do so.

We would suggest adding a line to any agenda or correspondence to gently remind members, visitors or speakers to stay home if they have any Covid-19 symptoms.

Remember there will be members who are not comfortable in returning to meetings in person yet, please continue to keep in touch with them and include them in any correspondence.

Members must make their own minds up as to whether, having taken sensible precautions, the meeting or event is suitable to attend for them personally.

Current guidelines are available on:

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

[COVID-19 RESPONSE: AUTUMN AND WINTER PLAN \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/covid-19-response-autumn-and-winter-plan)

### **WI IFEs**

Do you enjoy numbers? Perhaps you are working or retired from a financial or accountancy role of some sort. We need you to help with the independent examination of our WIs' Accounts at the end of the Financial Year in April and May. WIs make a small token payment to the examiner for the examination of their accounts.

If you would like to train to become one of our Independent Financial Examiners (IFEs) please contact Sue Beavan on 01787 373251 | 07975 533452 | [smbeavan@gmail.com](mailto:smbeavan@gmail.com) for more information.

### **Promotion**

With WI meetings resuming it is good to read in the Hive about the various activities taking place within our WIs. Don't forget to copy any write up and pictures of your WI activities to your local village newsletters, the Bury Flyer, the Bury Free Press and the East Anglian Daily Times.

Rachel Hows is submitting news from around the WIs and Federation to the Bury Free Press every month. Keep an eye out for this but don't forget to send in your own news to the WI Office.

## **WI Handbook**

Now available on MYWI is the new 2021 WI Handbook. This handbook covers everything you need to know about the WI, being a member, and setting up and running a WI. This includes the role of the WI officers, recruiting and retaining members, and dealing with affairs across the organisation.

It is available in two formats, both of which can be downloaded. The on-line pdf version is colourful containing many, many, images. You could print this but with sixty pages and so many images it is not desirable. The Word version of the handbook can be edited for accessibility needs. For example, you can increase the font size, change the colours or print sections as needed. But, please note the content of the handbook must not be edited. The office will print the word version as it stands in a booklet form on request. There is a small charge for this facility of £3.00 including cost of postage.

The WI Handbook can be found on: *MYWI > Running Your WI > WI Handbook*

If you would like to access MYWI but experiencing problems joining from the NFWI website, please let the Office know or contact your Adviser for some help.

With very best wishes to you all,

*Maggie (Chairman of MAC), Sue, Brenda Jill,  
Angela, Julie and Janet.*