

# **REPORT OF THE BOARD OF TRUSTEES**

## **FOR THE YEAR ENDED 31 MAY 2023**

The Board of Trustees presents its report and the accounts of the Federation for the year ended 31 May 2023 which is also prepared to meet the requirements of a director's report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

In preparing this annual report the Trustees confirm that due regard has been paid to the public benefit guidance published by the Charity Commission.

### **Objectives of the Federation**

The objectives of the Federation are to further the purpose of the Women's Institute Movement in Dorset and elsewhere; to offer opportunities for women to enjoy friendship, learn new skills, to widen their horizons and to influence local, national and international affairs for the public benefit.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Federation's aims and objectives and in planning future activities.

### **Financial Review**

The Federation has this year achieved a surplus of £16,481 (2022 surplus £7814).

Total unrestricted funds at 31<sup>st</sup> May 2023 were £459,339. The Trustees are confident that sufficient funds are held to enable the Federation to continue in operation for the foreseeable future.

## **Structure, Governance and Management**

The Federation was incorporated on 12 June 1992 as a company limited by guarantee (number 2722759) and is registered as a charity with the Charity Commission (number 1041714). Its Memorandum and Articles of Association govern the affairs of the Federation. The liability of the members, in the event of the Federation being wound up, is limited to a sum not exceeding £1.

Members of the Board of Trustees are the directors of the charitable company and its trustees for the purposes of charity law and are elected in accordance with the Federation Articles of Association.

The Board of Trustees is responsible for the management of the business and the exercise of all powers of the Federation. It consists of not less than eight and not more than fifteen persons elected biannually either by nomination by a committee member or a Dorset Women's Institute and election at an annual meeting, or by co-option by the Board of Trustees (up to a maximum of one third of the number of the elected Board Members). Induction and training are provided as required.

The honorary officers of the Federation are the Chairman, Treasurer and between one and three Vice-Chairman, elected by the Board of Trustees from among their number to hold office until the next annual meeting. The officers of the Federation are ex-officio members of all sub-committees.

The Federation Secretary is appointed by the Board of Trustees, who determines remuneration and term of office, but is not a member of the Board.

The Federation is a member of the National Federation of Women's Institutes of England, Wales, Jersey Guernsey and the Isle of Man.

## **Chairman's Report**

The Board met eleven times during the year.

Jenny Preston remained as Federation Chairman, Marilyn Holehouse remained as Federation Treasurer and is also Denman Ambassador and Federation Archivist. Margaret Bunch remained as Vice-Chairman and Chairman of the Events Team. Yvonne Marsh remained as Vice-Chairman and Chairman of the Membership and Support Team. Two new Trustees, Mary Morris and Heather

Trenchard were co-opted on to the Board in July 2022. Esme Isaacs resigned as a Trustee in October 2022 and is now deceased.

Seven Board of Trustee members were elected in to office in October 2022. The Board consisted of the four officers with Kath Burt, Assistant Treasurer and Jan Watson, Resolutions Co-ordinator. Jan Watson was appointed Safeguarding Officer in March 2023. Mary Morris, co-opted Trustee, was appointed Climate Change Ambassador and Heather Trenchard, co-opted Trustee, was appointed Web Editor for the Board assisted by Leri Ayre, Trustee and Jane Doughty, WI member. Other Federation roles were held by Elaine Knight, member of the Events Team and Major Fundraising Co-ordinator (Camp Bestival), Isabell van Millingen, WI member, Editor of Dorset WI News and Kim Cowling and Vanessa Dawson, Digital Co-ordinators and Trainers assisted by Helen Hitchens all of whom are WI members.

During the year Jenny Preston and Marilyn Holehouse represented the Federation at the NFWI National Council in October 2022. Jan Watson attended the NFWI Resolution shortlisting meeting. Both of these meetings were again held via Zoom. Other Trustees attended various NFWI meetings via Zoom as appropriate to their role. The Annual Meeting of the Federation was held in October 2022. The speakers were Tish Collins, Chief Executive Director of Associated Country Women of the World and Pip Stewart, author and adventurer.

The staff continued in their roles, Diane Towndrow, Federation Secretary and Company Secretary and Sara Wood, Finance Manager.

At 31<sup>st</sup> May 2023 there were 3056 members in 77WIs in Dorset, an increase of 151 over the previous year. During the year two WIs were suspended. The membership figures again reflected the age profile of the county.

The Membership and Support Team continued to support the Dorset membership in the running of WIs in the county giving invaluable support to individual WIs and running officers' training sessions and resolution information sessions. Leri Ayre completed her training as a WI Adviser in May 2023.

The Events Team were able to increase the number and variety of events organised during the year, including two holidays, bringing in much appreciated income.

Refreshments were provided following services in Sherborne Abbey to celebrate the Platinum Jubilee of Queen Elizabeth II and the coronation of King Charles III thus forging a partnership with Dorset County Council for future events.

The Federation did not run their popular WI Tea Tent at Camp Bestival for the third year running. Although the festival went ahead the financial arrangements posed too great a risk.

The Board of Trustees and Staff will continue working towards safeguarding our finances in 2023-24 led by our Treasurer and Finance Manager. The Board will continue to support WIs by delivering a varied programme of learning opportunities, information on current campaigns and social events. The use of the facilities of our Poundbury premises has reduced some costs where the fees for hiring halls are necessary. The Microsoft Office 365 facility has been taken up by many Federation volunteers and WIs making for a safer method of communication via email. Our Federation Facebook page and website are under review at present.

This report has been prepared in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on \_\_\_\_\_ and signed on its behalf by

Jenny Preston, Chairman, Dorset Federation of Women's Institutes