

MINUTES OF COMMITTEE

MEETINGS

C. T.

1929

1933

# National Federation

PRICE 1d.

OF

# Women's Institutes



(Established in conjunction with the Ministry of Agriculture and Fisheries).

## THE

# WOMEN'S INSTITUTE

IN THE COUNTY OF

Signed on behalf of the Committee

*Margaret Marriott* President.

*E. H. 21 H. 21* Secretary.

Date *18-10-29* Register No. *4211*

## Women's Institute Constitution and Rules

1929-1930

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The name of the Institute is "The ..... Women's Institute" (hereinafter referred to as "the Institute").

### II—AIMS AND OBJECTS

The main purpose of the Institute is to improve and develop conditions of rural life.

For the purpose of securing and furthering the said object the Institute shall have power to:—

- (1) Provide a centre for educational and social intercourse and activities.
- (2) Stimulate interest in agricultural pursuits.
- (3) Give instruction and training in and study domestic science, hygiene and social welfare.
- (4) Give instruction and training in and encourage home handi-crafts.
- (5) Develop co-operative enterprise.
- (6) Give instruction in and study domestic and rural economics.
- (7) Receive and apply in and towards any of the above objects, and not otherwise, grants and other funds provided and sanctioned by the National Federation of Women's Institutes of England and Wales (hereinafter referred to as "the National Federation").
- (8) Buy on behalf of all or any of the members any commodity approved by the Committee, and distribute and allot the same either gratuitously or at cost.
- (9) Do such other things as may be incidental or conducive to the attainment of the purpose of the Institute.

### III—CONSTITUTION

(a) A Women's Institute is an association of women formed in accordance with the form of Constitution and Rules laid down for Women's Institutes by the Annual Meeting of the National Federation.

# INKPEN WOMENS INSTITUTE.

COMMITTEE MEETING. OCT: 15<sup>th</sup> 1929.

The president took the chair; and Mrs. Clifton-Brown said the first duties the Committee had to perform, were to elect a Secretary, Treasurer; & the sub-Committees.

Miss Hazel was elected Secretary, & Miss Julie Stark Treasurer.

## Sub-Committees

Mrs. Goodhart & Miss Ellen Lovelock were elected to supervise the teas at the monthly meetings.

Miss Annie Lawrence was chosen to be press correspondent also to attend to the attendance chart.

Mrs. Brown was elected to attend to notice boards.

Miss Jordan to distribute magazines

Mrs. W. Edwards was elected to arrange

The entertainment side of the monthly meetings for Inkpen & Miss Woodman for Ham, it being proposed, seconded, & carried, that Inkpen & Ham should provide the entertainments alternatively.

It was decided to hold the Committee meeting after the Jumble Sale on Friday Oct. 25<sup>th</sup>; when arrangements for the next monthly meeting & any other Business would be carried out. The meeting then closed.

E. P. H. H. (Sec)

Oct. 15<sup>th</sup> 1929.

Margaret P. Morrison - /

Committee meeting Oct. 25.

The committee meeting was held after the "Jumble Sale" on Oct. 25<sup>th</sup>.

The President took the chair.

Mrs Goodhart was unable to attend but sent to say she would undertake to supervise the tea for the Nov. meeting. The committee were very pleased to accept her offer & instructed that a letter be sent informing her of same.

The following <sup>suggestion, viz;</sup> rule was made with regard to the admission of children: That children in attendance should be admitted free & from the age of 2 till 5 pay 1<sup>d</sup> & buy their tea.

It was suggested that the age for girls to be admitted to the Institute should be 15. The committee agreeing that the President should place this before the next monthly meeting.

New members wishing to join the Institute would have to be proposed & seconded by members.

It was proposed that a programme should be drawn up for 6 months commencing from January. We were unable to obtain The Twink Dye Demonstration for the Nov. meeting, so it was proposed that we should try to obtain a Demonstration on "Tinkering".

The next committee meeting was arranged for Nov. 29<sup>th</sup> 1929. at 11 o'clock.

Signed : Edna Hazel (Sec)

Signed :

Margaret P. Marriott.

Committee Meeting Nov. 29<sup>th</sup> 1929.

The Committee meeting was held on Nov. 29<sup>th</sup> at 11 o'clock. The following members were present: W<sup>rs</sup> Marriott, W<sup>rs</sup> Ash, W<sup>rs</sup> Wheeler; W<sup>r</sup> Brown, Miss Woodman, Miss Ash; Miss Lawrence, Miss Hazel. W<sup>r</sup> Marriott took the chair.

The Apologies for absence, and minutes of last meeting ~~discussed~~ were read and the following subjects discussed.

The president said that 10 Hyacinth Bulbs had been sent to the Institute from the County Sec: These had to be grown by members of the Institute for competition and would be judged in March; as it was rather late for planting; and would be 3 weeks later if left for distribution at the next monthly meeting; it was arranged that 10 members of the Committee should grow them.

It was arranged that Miss Lockwood should arrange the tea for the Dec: meeting and that tea should be given to chauffeurs.

Mr. Edwards and Miss Staples were left to arrange the Cards for the next meeting.

The following names; of new members, were then placed before the Committee for election; Mr. Green, Mr. Cruise; and Mr. Weston. These were proposed; seconded; and carried, and the Secretary was instructed to write and inform them that they had been elected members of the Institute, with the date; time, and place, of the next monthly meeting.

Arrangements for the Demonstration at the next meeting, were then made.

Mr. Brown kindly offered to meet the Demonstrator and it was decided to ask him to supply the necessary utensils for the cooking.

The programme which had been previously drawn up by the President and Secretary was placed before the Committee, and the Secretary was instructed to have 75 copies printed at a cost of not more than 10/-.

The next Committee meeting was arranged



for Jan: 16<sup>th</sup> at the Village Hall at 11 o'clock.

Edna Engel.

Margaret P. Marriott.

Committee meeting Jan: 14<sup>th</sup> 1930.

The Committee meeting was held on Jan: 14<sup>th</sup> at 11 o'clock. The members present were; Mr: Marriot, Mr: Shelton, Miss Lawrence, Mr: Godhart, Miss Doodman, Mrs: Jordan; Miss Gurr; and The Secretary, The president took the chair.

After the Apologies for absence and minutes were read; The following Business was discussed.

The president said that we were finding it difficult to ~~our~~ obtain a Demonstrator for Quilting and were awaiting a reply from The Hampshire Secretary, and she proposed that the committee should leave this to be arranged by the president and secretary, This proposal was unanimously agreed to.

A letter was then passed round from the County Secretary, reminding us of The Annual County meeting at Reading on Jan: 24<sup>th</sup> and requesting all Institutes to send a Delegate The Committee then elected Miss Lawrence to represent

Inkpen.

The County Sec: also reminded us of the coming Demonstration at Mortimer and the Secretary was instructed to <sup>enquire re.</sup> pass, to take a load to attend same, before the Jan: meeting.

The Treasurer then presented the quarterly accounts.

The profit on the tea at the Dec: meeting amounted to 4/4; and on the Trading Stall 4/6.

Six new members were then elected.

The arrangements for the next monthly meeting were then made, Mrs Goodhart said she would arrange the tea and Miss Woodman was arranging the entertainment which the Home members were giving.

The president then said she did not think it necessary to hold another Committee meeting until March.

The meeting then closed.

Margaret P. Martin  
Ethel Hazel. Jan: 14<sup>th</sup> 1930.

Committee Meeting Feb. 24<sup>th</sup> 1920.

The Committee meeting was held on Monday Feb. 24<sup>th</sup> at 2:30 p.m. only 5 members were present. W<sup>rs</sup> Marriott. Miss Amlock. W<sup>rs</sup> Parsons. Miss Keys. W<sup>rs</sup> Edwards.

The Correspondence included a letter from the Village Hall Committee, stating that we could have the use of the two bottom shelves in the locked cupboard.

A letter from W<sup>rs</sup> Boring was also read, she recommended a Demonstrator for felt hat making, & the Committee present thought it would be a good idea to have a Demonstration on same in the Autumn.

A letter was then read from the Secretary of the "Lambourn Group" asking us to join same. & the County Secretary also wrote and said she would be very glad if we would join the Lambourn Group; but after careful consideration the committee thought it would be best not to join for the time being.

Some Ballot Papers from headquarters regarding the meeting at Blackport were also filled up.

W<sup>rs</sup> Carey went to say she would be very pleased

to come over and sing to us at our March meeting.

At the round table Conference which was held after the February meeting it was arranged that to ask the Institute to allow the Tea Committee to wish which to purchase Tea Cloths; Trays, and a Tea pot.

It was also arranged for Mrs Brown to be Deputy Treasurer at the March meeting.

Ten new members were then elected; namely:- Mrs Dewey. Mrs Carpenter; Mrs Harris; Mrs L. Dukes; Miss Garton, Mrs S. Dukes. Mrs G. Hercombe. Mrs Gibbs. Mrs C. Annetts. and Mrs Watson.

The Marmalade Competition was left for Mrs Goodhart to arrange. She very kindly stated she would like to give the prizes for same.

The president then proposed that it would be a good idea for the Institute to make a Quilt, an example of which was passed round for inspection. The Quilt would cost £2-10-0; There were twenty four sections, & the president proposed that we could raffle the same when it was finished

The Committee adopted the proposal & the Secretary  
President said she would bring the quilt to the  
March Meeting & any member who wished could take  
a section & work same.

It was arranged to hold the next Committee  
meeting on Monday March 31<sup>st</sup> at 2 p.m.

Signed: Mrs. H. H. H. Feb. 25<sup>th</sup> 1920.

Margaret P. Marriott,

Committee Meeting March 31<sup>st</sup> 1930.

The Committee Meeting was held on Monday March 31<sup>st</sup>. The following members were present:— Mr. Merritt; Mr. Auk; Miss Lovelock; Mr. Brown; Miss Lawrence; Nurse Jordan; Miss Heyl; (Sec.) Miss Doodman; Mr. Dasher;

The apologies and minutes were read, and the County Secretary's letter.

The Treasurer then read the quarterly account, and paid the Tea Committee £.

One new member was admitted, namely Miss Skerry.

Mr. Dasher then said that some members would like to assist with the tea, and it was arranged that they should help with the April meeting.

It was then decided to cancel the "Ankle Show," and games, which had been arranged for the April meeting, owing to the meeting falling in Holy Week.

The President then proposed that the Institute should buy 1/2 doz tea spoons, and 1/2 doz desert spoons for use as prizes at the monthly meetings, and the Committee ~~proposed~~ <sup>suggested</sup> that the proposal be placed before the April Meeting.

Ethel Hazel ~~to~~ April 2<sup>nd</sup> 1930.

Margaret P. Marriott.



Committee meeting June 6<sup>th</sup> 1930.

The Committee meeting was held on Friday June 6<sup>th</sup>, and the following members were present:-  
Mrs. Harriott. (pres) Mrs. Huh (Treas.) Miss Hazel (sec)  
Miss Lawrence. Mrs. Darter. Miss Rodman. Mrs. Goodhart

The Apologies for absence + (The County Sec: letters were) minutes were read also The County Secretary's letter.

Our County Visitor this year is Mrs. May  
The County Secretary + she writes saying she  
would be pleased to come to us in ~~August~~ October.

The Treasurer then said she had bought  
the Spoons which the Committee had instructed  
her to buy at the previous Committee meeting.

There were no reports from the Sub: Committees  
Two new members were then elected. namely -  
Mrs. Field and Mrs. Wright.

Arrangements for the next monthly meeting  
were then made. The president suggested that

we should asked the Quilting Demonstration to  
Judge the Darning Competition. This proposal was  
unanimously carried.

A short programme of sports ~~was~~ was  
then arranged & the Secretary was instructed  
to write to Mr. Lawrence and ask him if we  
could use the field adjoining the Hall for same.

The programme from July to December  
which had been previously drawn up by the  
President & Secretary was then placed before  
the Committee and the Secretary was instructed  
to have 75 copies printed the same as the last  
programme.

The meeting then closed.

E. Hall. Secy.

June 9<sup>th</sup> 1920

Margaret P. Marivell.

Committee Meeting Aug. 15<sup>th</sup> - 1930

A Committee meeting was held at the Village Hall on August 15<sup>th</sup>

Those present were Mrs Marriott, Mrs Hutt, Mrs Brunne - Mrs Goodhart, Miss C. Lovelock - Mrs Edwards & Mrs Pick who was asked to attend.

Notices of letters of apology from the Sec. & Miss Woodman for their absence were given out by Mrs Marriott.

The minutes of the last meeting were read by Mrs Brunne - in the absence of Miss Lawrence - agreed to by the Committee & signed by Mrs Marriott.

Mrs Hutt then presented the accounts for the last quarter, which

were passed by the Committee.  
It appeared that the Institute  
were only 1/9<sup>d</sup> out of pocket, for  
the bus to Inglefield for the Fall  
in July - & all agreed that this  
should be paid out of the accounts.

Mrs Puck then reported on the  
progress of the quilt.  
She said all the squares but three  
had been taken, & members of the  
Committee volunteered to finish  
these. The way in which the  
quilt should be finished if was  
discussed - & it was left to the  
monthly meeting to decide the matter.

A new member - Mrs Palmer - was  
elected in the usual way.

The next monthly meeting was discussed & Mrs Marriott announced that Mrs Lawrence of Manor Farm would give a short demonstration of bulb growing in bowls.

It was decided that in the coming competition - bulbs could be grown either in fibre or earth.

It was decided that in all future competitions 1 prize should be given for <sup>12</sup> exhibits, 2 for <sup>12</sup>, ~~3~~ for ~~any number over 12~~.

Mrs Marriott asked for suggestions for questions to Mrs May on her visit to the Institute in October & the Committee suggested the starting of classes in the Institute & also taking up some work for the Village like an

Anti-litter League.

Folk dancing was suggested.

The forthcoming competition in Community singing was discussed.

It was decided to leave it to the next meeting to decide as to entering for it or not.

The next matter discussed was the prospect of getting more representative members of Lubben village on to the committee.

Several names were suggested.

Margaret Brown

pro Ethel Hazel.

August 25<sup>th</sup> 1920  
~~April~~

Margaret P. Marriott,

Committee Meeting, Oct: 4<sup>th</sup> 1920.

A Committee Meeting was held on Oct: 4<sup>th</sup> at The Village Hall.

The President read The Apologies for absence, and the minutes of the previous meeting were then read and signed in the usual way.

The County Sec's letter was then read and also a card from Kintbury W. I. to enquire if Ingham would join with them for classes this winter, this received considerable discussion and the committee instructed the Secretary to write and enquire what classes they were taking.

The Treasurer then presented the Statement of accounts for the last quarter, which was passed by the Committee.

Mrs. Harriott then announced; that arrangements had been made, to join the Quilt on the 25<sup>th</sup> of Oct., and a lengthy discussion as to how the Quilt should be joined ensued, the president finally pointed out that the way in which the quilt should be joined was decided at the previous monthly meeting.

There were no new members to elect and the arrangements for the next monthly meeting were then made.

Mrs. Goodhart was asked to judge the Bramble Jelly in the Competition & the president then suggested that two members should be chosen to take over the competition. The Misses Buckeridge were then proposed, to take charge of same, this proposal was unanimously carried; subject to it and Mrs. Goodhart was instructed to ask



them if they would be willing to do  
same.

Signed. E. Dept. Oct. 20<sup>th</sup> 1930.

Margaret P. Marriott.

Committee Meeting Nov: 14<sup>th</sup> 1930.

A Committee meeting was held on Nov: 18<sup>th</sup> at the Village Hall. The President was in the chair & the following members were present;:-  
Mr: Brown. Mr: D. Edwards. Miss G. Lock. Miss Lawrence. & Mr: Wheeler. Miss Hazel.

The President read the apologies for absence & the Secretary then read the minutes, which were signed in the usual way.

The Correspondence was then discussed, & the Secretary was instructed to write to Miss Tallor & say that Lukken W.I. would not be able to assist with the market stall as it would be so difficult to get helpers in to Newbury by 9.30 p.m. Then Mr: Gill's letter about Ham Bus was read & the Committee decided that the Secretary should write & say that the matter must be arranged privately. Miss Kettlehip wrote to say she would be

pleased to come to talk on Music in  
March, & Mr. Barnes said ~~that~~ ~~to~~ say  
he would give a Talk on Gardening  
Troubles in February & he would be pleased  
to judge The Bulb Competition.

It was then decided to send the  
Oidit to Miss Dalton to be judged.

Two new members were then elected,  
Mr. Mann & Mr. Pinchon.

Arrangements for the next monthly  
meeting were then made.

The President then announced that  
Mr. Macworth & Mr. Mannie would act as  
Tellers at our annual meeting.

The Programme for the next 6  
months was then submitted to the Committee.

The President then suggested that  
a Social should be held & Jan: 16<sup>th</sup> 74  
was the date which was agreed to by  
the Committee. The President then

proposed that a Committee of 6 should  
be chosen & the following names were  
suggested. Miss Nancy Lawrence. Miss Margaret  
Locke. Miss Carter. Miss Peerce & The Secretary.  
S. Hazel. Nov. 20<sup>th</sup> 1930.

Margaret P. Marriott.

Committee Meeting Dec: 1<sup>st</sup> 1930.

A Committee meeting was held on Monday Dec: 1<sup>st</sup> at The Village Hall. All of The Committee members were present & The President was in The chair.

A list of The new members Committee members was then read, & The President said that The first duty of The new Committee was to elect The Officers for The ensuing year, This resulted in all that officiated last year, being re-elected, with The exception of The Entertainment Committee; & Miss Nancy Lawrence was elected to assist Mrs Edwards with same.

The Minutes of The previous Committee Meeting was then read & signed.

The correspondence was then read concerning with The County Sec's letter. The Committee decided that this should not be read at The monthly

meeting but should be joined on the advice Board.  
The letter from the Infant Welfare Association was  
then read & the Committee decided that as  
Miss Richards was unable to come herself the  
Secretary should write & ask them to send some-one  
else. Two more letters from Demonstrators were then  
read, in which they stated they could come  
on the dates required.

There was no financial report, but the  
Treasurer explained the item which Mr. May  
criticised at the Annual meeting.

The Secretary then reported on the meeting held  
by the Social Committee & presented the Programme  
for the Social which was drawn up by them.  
The Committee unanimously passing same. The  
President then said that she & the three Vice-  
Presidents would be pleased to give the Refreshments.  
Mr. Harriott & Mr. Goodheart said they would  
be pleased to give prizes for the Whist Drive.  
& several members of the Institute offered to enquire

about the music for the Dancing.

The president then announced that Miss Dalman had judged the quilt, & the Committee agreed that it should be on show at the Dec: meeting, they also decided that it should be raffled, tickets to cost 1/-<sup>6</sup> each & the winner of the quilt would have to pay 6/- for same to make the Raffle legal. Tickets would be on sale at the Dec: meeting & at the Social in January.

Three new members were then elected namely. Mrs. Billington. Mrs. Stacy & Miss Sadler.

The Committee then decided that the Secretary should enquire the price of the Block for felt hat making.

Miss Lawrence then said Miss Darrant would be pleased to help any-one make these stools; & they would make arrangements for her to assist the members who had brought stools.

Margaret P. Marriott  
2nd Dec. 1930. Dec: 1<sup>st</sup> 1930.

Committee Meeting Jan: 7<sup>th</sup> 1931.

A Committee meeting was held on Wednesday Jan: 7<sup>th</sup> those present were, Mrs. Marshall, Mr. Francis; Miss Lawrence; Mr. Spratt & Miss Lovelock, Miss Hazel.

The Minutes of the previous Committee Meeting were then read & signed.

The County Secretary's letters were then read & the Committee present agreed that the paragraphs which referred to the "Poetry Competition" & the "Gardening Competition," should be read at the January Meeting.

There was no Financial Report, but the president pointed out that the December Demonstration was <sup>free</sup> free.

Final arrangements for the Social were then made.



and the President said that tickets for the Quilt would be on sale at the January Meeting. She also proposed that the Ladies should be asked to draw for the Quilt, & this was unanimously agreed to.

Three new members were then elected by the Committee, namely; Miss Bird; Mrs Glasgow; & Mrs Reuben Ansett.

Arrangements for the January meeting were then made; the Secretary then read a letter from Brown & Parsons in which they stated that they brought all the necessary things for the Demonstration; & the President then said that Mrs Mackon would judge the "Butter Competition."

A cover for the Tea Trolley was then discussed; & the Committee agreed that some should be left for Miss Lovelock & Mrs

Goodhart to attend to.

B. Hazel. Jan 9<sup>th</sup> 1931.

Margaret P. Marriott

Committee Meeting Feb: 6<sup>th</sup> 1931.

A Committee Meeting was held on Friday  
Feb: 6<sup>th</sup> Those present were; -: Mr. Harriott,  
Mrs. Huh; Miss Huh; Mr. Dard; Mrs. Brown; & Miss  
Lawrence; Miss Hazel.

The minutes of the previous committee meeting  
were read & signed in the usual way.

The <sup>County</sup> Secretary's letter was then read & dis-  
cussed; The committee agreeing that it would  
not be necessary to read same at the  
monthly meeting

The Treasurer then presented the first  
quarterly account for the second year.

The social expenses were then discussed  
& the committee unanimously agreed that

The expenses of same should be paid from  
the proceeds from the visitors. She then ~~res~~ refreshments.

The President then read a letter from  
Mrs Pink in which she stated that she had  
sold 62 tickets for the quilt. The Committee  
then decided that tickets should be on sale  
at the February & March meetings & the  
Draw would take place at the April meeting.

eight new members were then elected; namely  
Mr F. Huntley Miss A. Loder Miss Berry Mr Smith  
Miss Cutmore Mrs Foss Mrs Barnatt & Miss Smith.

The arrangements for the next meeting  
were then made; & Miss Lawrence said her  
sister would take charge of the 3<sup>rd</sup> parcel dip.

The president then said that she would  
be away for the next two meetings & it was  
arranged for Mrs Brown to preside over the

decided by the Committee to Pin a Paper  
and Pencil on the notice board & take  
the first 14 names written on same.

There was no Financial Report.

Mrs Pink had written to say that she  
had sold 82 tickets for the quilt & the  
President pointed out that this would mean  
a profit of 30/- for the Institute. She also  
said the Rev. Butler would be pleased to  
come & Raffle the quilt at the end of  
the April meeting.

The following were then elected members  
of the Institute. - Mrs Jones. Mrs Smith  
Mrs Lanyon and the Hon. Mrs Baring.

The President then said that the  
May meeting was members day & the

Following six members were chosen by the  
Committee to run same. Mrs Harris ~~Mrs Fitch~~  
Miss Gorton; Miss K. Lovelock; Mrs Chandler;  
& Mrs Hall.

The president, vice presidents & other  
Officers offered to assist with the tea &  
washing up on members day, but the  
Committee decided that this should be  
arranged by the member who undertook to  
do the tea, & that the usual officials  
should have a complete Holiday -  
Evelyn Angel. (Hon. Sec.)

Margaret P. Marriott,

Committee Meeting May 29<sup>th</sup> 1931.

A Committee Meeting was held on Friday May 29<sup>th</sup>. Those present were; W<sup>o</sup> Harriott; W<sup>o</sup> Wheeler; W<sup>o</sup> Francis; & Miss Hall.

The minutes of the last meeting were read & signed; & the County Sec: letter was then read & discussed.

The Treasurer then presented the accounts which proved very satisfactory.

The ~~Suggestion~~ <sup>Question</sup> of Spring Cleaning & Decorating the Hall & also providing Stage Curtains was discussed; but the President said the suggestion must come before & be discussed by a full Committee.

The President then said she would

arrange for the speaker, for the next meeting  
to be met at Hungerford & would also give  
the lunch. The Secretary was instructed to  
send a card to Mrs Edwards & ask her  
to arrange the outdoor games.

The president then said she thought  
most Institutes made plans for giving wedding  
present presents if any members married &  
the same. Committee present decided to give  
a 5/- Sea-grass Stool. & also if any  
member died it was decided to send flowers  
of the value of 5/-.

Mrs Burdakin & Mrs Montague were then  
elected members of the Institute.

Mrs Marriott then said Mrs Thakeston  
& Miss Pearce would run the flower show stall  
from 2 p.m. till 8 p.m. & the following things



would be accepted for Sale. -: Jams; Jc Kiss;  
Cakes; Sweets; Eggs; Fruit, Garments; Lavers des  
bags; Sticks; Trays; or any other Handicrafts.  
dressed poultry.

The programme for the next six months  
was discussed & the Committee present left  
it to the Secretary & President to make  
final arrangements & have same printed.  
I. Hysl. (Hrs: Sec:)

Margaret P. Marshall

Minutes Committee Meeting July 10<sup>th</sup> 1901.

A Committee Meeting was held on Friday July 10<sup>th</sup>  
& the following were present. Mr. Marriott, Mr. Spratt,  
Miss Lawrence, Mr. Goodhart, Miss Lovelock, Mr. Edwards,  
Mr. Francis & Mr. Brown. Apologies for absence were  
sent by Mr. & Miss Hall & Mr. Wheeler.

The minutes of the previous meeting were read  
& signed in the usual way.

The Correspondence included a letter from  
Phalborac W.I. accepting our invitation to 10 of  
our members. The County Sec's letter was read &  
discussed, & there was also a letter from the  
Education Secretary together with a form to be  
completed for the Application for Coding Classes.

There was no Financial Report.

The Tea Committee stated that a cover for the Tea Treasury had been made & the Committee decided that the expense of same should be paid from the W.C. Funds & not from the Tea profits.

The arrangements for the next meeting were then made. Mrs. Brown said she would arrange for the demonstration to be met & Henry & Mrs. Goodheart would give her lunch. The President said arrangements had been made for her return journey. The prize for the best bottled vegetable was given by Mrs. Marriott & other prizes were to be the usual Institute Spoons.

It was also decided to give a 1<sup>st</sup> & 2<sup>nd</sup> prize for the Children. Award: Comp. in August.

Six of the Committee were then chosen

as group leaders for the "Round Table  
Conference" The Subject for same to be  
"Which I like best Summer or Winter & Why?"

The Committee then suggested that the  
concert for the Stage & Window Curtains should  
take place on Friday 2<sup>nd</sup> or Thursday 6<sup>th</sup> October  
at 7:30 p.m. Admission 2/- 1/6 1/- Children  
half Price.

Apr! May! July 10! 1931.

Margaret P. Marriott,

Committee Meeting Sept. 19<sup>th</sup> 1931.

A Committee Meeting was held on Saturday Sept. 19<sup>th</sup>. The following members were present. Mrs. Harriott, Mrs. Spratt, Miss Lawrence, Miss Lovelock. Mrs. Brown & Mrs. Francis.

The minutes of the previous meeting were read & signed in the usual way & the following correspondence was then discussed.

The president explained that the letter of invitation from the Kentucky W. I. was received at too short notice to make arrangements for some of our members to attend; & it had been answered accordingly. The County Secretary's letter was then read, & the Secretary was

instructed to try buy one of Mrs badges  
for delegates. & about 6 members wanted  
tickets for the Drama School at  
Newbury. Mrs Toyner wrote to say she  
would be pleased to come as our  
County Visitor, & would give a short talk.  
The letter explaining the hospital forms was  
read & the president said that Miss  
Jordan had kindly undertaken to get  
them signed. The Secretary was instructed  
to write & ask Mrs Theakstone to use  
her own discretion about exhibiting the "folk  
Dancing notice". The Education Committee wrote  
to say that in view of the present  
economy, ~~but~~ it was likely that no  
cooking classes would be granted.

Mrs Spratt then reported on the  
concert, & said that all ~~the~~ arrangements  
had been made, for same.

The arrangements for the October meeting  
were then made

The president then suggested that we  
should run a competition for the best  
Scrap book, all the Committee present  
thought this would be a good idea.

It was decided that another Committee  
meeting should be held before the Annual  
Meeting.

E. Phil Hazel. Sept. 23<sup>rd</sup> 1931.

Margaret P. Marshall.

Committee Meeting Nov: 10<sup>th</sup> 1931.

A Committee meeting was held on Tuesday Nov: 10<sup>th</sup>, The following members were present. Mrs Marriott, Miss Hull, Miss Hazel, Mrs Brown, Mrs Goodhart & Miss Lawrence.

The minutes of the previous meeting were read & signed in the usual way & the County's Secretary's letters were read.

The Treasurer presented her Annual Statement of accounts to the Committee

Mrs Goodhart suggested that we should have a third person to organize the Tea & Miss Garton's name was proposed.

The following arrangements for the Annual Meeting were then made. The president proposed that



We should commence by Singing Jerusalem.

The Variety Entertainment would take the form of a Gramophone which Miss Halk kindly said she would bring & several members of the Committee promised to bring records for some Games would be played. There would also be Community Singing if there was time.

Mrs Marriott then said that Mrs Lancashire was making the Birthday Cake.

Miss Hope wrote to say she could take the Cookery Classes from Jan 18<sup>th</sup> till.

The Committee then suggested that we should have a Talk of Lantern Slides on Tea by "Lyons" in January & a Talk by Dr Bae-Keeping in February & the Secretary was instructed to write & see if these were obtainable for those dates.

It was decided to ask Miss Douglas &

Min Lawrence to Judge The Competition.  
E. Hazel (Hon: Sec:)

Margaret P. Marshall

Committee Meeting Nov. 17<sup>th</sup> 1931.

A Short Committee Meeting was held after  
the Annual Meeting on Tuesday Nov. 17<sup>th</sup>  
Those present were; Mrs. Marriott; Miss Hull  
Mrs. Francis, Miss Heyes; Mrs. Goodhart. Miss Pearce.  
Miss E. Lovelock. Miss H. Lovelock. Miss N. Lawrence

Mrs. Marriott was nominated as president  
& Mrs. Hull & Mrs. Wheeler were re-elected Vice-  
Presidents, Mrs. Brown did not wish to be a  
Vice-President this year, so Mrs. Goodhart was  
elected to take her place. The Treasurer &  
Secretary, were re-elected. It was then decided  
to ask Mrs. Brown to be Press Correspondent.  
Mrs. Goodhart, Miss E. Lovelock & Miss Garrison  
were elected as the Tea Committee. Miss H. Lawrence  
and Mrs. Francis were elected for the Entertainment  
Committee. The Welcome Committee were  
re-elected. Miss Pearce & Mrs. Theakston

Miss Carter

Miss re-elected Stall Holders & The  
Misses Buckeridge re-elected for The Competitions  
& The Committee instructed The Secretary to  
ask Miss Jordan to carry on with The  
Magazines. Miss Nancy Lawrence was chosen  
to take charge of The work which Miss  
Lawrence did at The door.

The arrangements for The next meeting  
were then made, & The Puddings were chosen  
from Miss Pettys list

It was decided to hold The Social  
on January 5<sup>th</sup> at The same time as last  
year. The following were elected to act on  
The Social Committee, Miss Hyls, Miss Pearce  
Miss K. Lovelock, & Mrs Lancashire.

Mrs Goodhart was instructed to purchase  
~~a~~ certain material for the front of The

Stage to match the Curtains.

2nd. Hgt. (How Sec:) 17<sup>1/2</sup>

Margaret P. Marriott,

life from curtain 12/4.

Committee Meeting Dec: 29<sup>th</sup> 1901.

A Committee Meeting was held on Tuesday Dec: 29<sup>th</sup>. Those present were Mrs Marriott, Miss Hazel, Miss K. Lovelock, Mrs Goodhart, Miss Pearce, Mrs Brown, Miss H. Lawrence, & Miss Buckeridge. The minutes of the previous meeting were read & signed in the usual way.

The County Secretary's letter was read; & the competition for the Cookery Receipts for the County Cookery Book was discussed.

There was no Financial Report.

Three new members were elected namely; -  
Mrs Crapps, Miss Empson, & Miss May Palmer.

The arrangements for the next monthly meeting were then discussed, & the Secretary was instructed to write & ask Miss Durrant to Judge the Sticker Competition, & Miss Buckeridge said she would play for the Dancing.

The Entrance to the Drama Competition was then discussed but no final arrangements were made.

The Suggestion that the Institute should enter a Choir for the Newbury Festival was then discussed & the Secretary was instructed to write & ask Mr. Edwards if he would undertake to conduct same.

It was also decided to ask Miss Alice Lawrence, to take charge of the Entries for the Handicraft Exhibition.

Miss Nancy Lawrence kindly said she would take charge of the Cookery Classes.

Ernest Heyzel. (Hon. Sec.)

Margaret P. Marriott,

Committee Meeting Jan: 15<sup>th</sup> 1932.

A Committee Meeting was held on Friday Jan: 15<sup>th</sup> at 2.15 p.m. Those present were, - Miss Buckenidge Mrs. Harrist Mrs. Francis Mrs. Goodhart, Miss Howlock, Mrs. Wheeler, Miss K. Lawrence, & Miss Hazel.

The Minutes of the previous meeting were read & signed in the usual way & the County Secretary's letter was read.

It was decided to enter four for the one Day School at Newbury, in February.

A letter was read from Mr. Edwards, saying that he would conduct the - Come Singing for the Newbury Festival & it was decided to ask the members at the meeting on Jan: 19<sup>th</sup> if they would like to enter for same.



Mrs Marriott said she would try & go to the Annual Meeting as our delegate & perhaps two of the members would go as visitors if the Institute paid their Railway Fares.

Mrs Turner was elected a member of the Institute.

Miss Lawrence kindly said she would fetch Mr Skinner & for the meeting on Tuesday.

Mrs Goodhart then said Mrs Winton of Woodton Hill had asked her if the Inkers Institute had a group of players & if they would act a play at their Group meeting in May. This was discussed & the Secretary was instructed to write & say we would.

It was arranged to let the Stage curtains out on fire at 2/- per time.

Miss Lovelock then suggested that an outing  
fund should be started, & several suggestions  
for the outing were made, & it was finally decided  
to ask the meeting on Tuesday if they would  
like to start same.

Phel Hazel (Hon. Sec.) Jan 18<sup>th</sup> 1932.

Margaret P. Harriott

Committee Meeting. Feb: 26 1932.

A Committee meeting was held on Friday Feb: 26. Those present were; Mrs. Macriato; Miss K. Lovelock; Miss Buckridge; Miss N. Lawrence; Miss Peace; Miss Huh; Mrs. Goodhart; Mrs. Huh & Miss Hugel.

The minutes of the previous meeting were read and signed in the usual way.

The County Secretary's letter was then read & it was decided to ask Mrs. Trench to come in July.

The Treasurer then read the quarterly statement of accounts which showed that we had a balance of about \$4.10.00 in the bank & the members present thought this was enough to carry on with for the time being.

Mrs Heath was elected a new member.

The arrangements for the next meeting were then made, Mrs Marshall said she would be away for the next meeting & Mrs Goodhart kindly consented to act as president, & she also said she would arrange for some one to judge the scores. Miss Lawrence said she kindly offered to darken the Hall for the lantern slides & said she would arrange some games.

The president then said the Cookery Classes had brought in £3-5-0 & the expenditure was £2-18-0 this left the sum of 7/- & it was decided to give Miss two "Catches" for her oil stove, then there was 2/6 to pay for oil & the Secretary was instructed to give the remainder to the men who kindly carried the stoves to the Hall.

A Concert was then discussed and also  
a Trading Scheme.

It was suggested to have a Talk on  
East London in October & Glove making was  
also suggested.

Mrs Marriott then said Miss Butler was  
judging the Scrap Books & The Institute had  
decided to give half to Severnside & half to  
Newbury Hospitals.

P. Hyatt. Oct: 1932.

Margaret P. Marriott

Minutes of Committee Meeting Apr: 1<sup>st</sup> 1932.

A Committee Meeting was held on Friday April 1<sup>st</sup>; The following were present; - Mrs. Harriott; Miss K. Lawrence; Miss K. Howlock. Mrs. Huh; Miss A. Buckridge, Miss Huh.

The minutes of the previous meeting were read & signed in the usual way.

The County Secretarys letter was then read also one from Mrs. Trench to say that she would come as our C. Visitor in July. Miss Adler wrote to say she would come & talk on the East London in October.

The final arrangements for the April meeting were then made.

A concert was then discussed but it was

Minutes of Committee Meeting. May 27<sup>th</sup> 1932

A Committee Meeting was held on Friday May 27<sup>th</sup>; those present were - Mrs Harrison, Miss A. Lovelock, Miss Buckridge Mrs Goodham Miss K. Lawrence. & Miss Pearce. & Mrs Wheeler.

The minutes were read & signed in the usual way. A letter from Woodton Hill notifying us that the date of their meeting was altered to July 13<sup>th</sup> was read. Also an invitation from Hemgrove W.I. inviting fifteen of our members to their meeting on July 12<sup>th</sup>. Mr Woodton W.I. wrote to enquire if we would combine Travelling Expenses of their battleship as they were having her on the same day, & the Secretary was instructed to write & enquire if they could fetch their battleship from Hemgrove.

It was decided to ask the Speaker to

judge the Competition for News Socks.

Mrs Marriott said she would be away for the next meeting, & Mrs Wheeler would act as president. The Secretary was instructed to write & ask Mrs Spratt if she would play for the Community Singing. & also to remind Mr Edwards that he had promised to come.

The proof of the programme was discussed, & it was decided, to let the members string their own.

Mrs Marriott proposed that the same four members should run the flower Show Stall. & the Secretary was instructed to ask Mrs Glasgow if entries may be left at her home.

The Committee present thought it would be a good idea to present the Village Hall with a respectable curtain Rod & it was



decided to convey his suggestion to the Hall  
Committee & ask their permission to erect same.

It was decided that the Inghen W.L. would  
do a play for the Group meeting at Kirkby  
in October.

A proposal was then made that the Committee  
meetings should be held on the second Tuesday  
in each month & it was decided to try his  
suggestion for July & September.

(Min) Ethel Hye (Hon. Sec.)

Margaret P. Marriott

About the Curtain Rod, & the Secretary was instructed to send them the estimate from Messrs Camp & Spoon & Co.:

The County Secretary's letter was also read & discussed.

George Barwick & Co: sent no particulars of their Cake Competition, It was decided to have the Madeira recipe, & the Secretary was instructed to write for 30 copies.

Miss Lawrence kindly offered to have Miss Matthews to lunch, & Mrs. Merritt said she would entertain Mrs. Trench who was coming as our County Visitor.

It was decided to buy a Read Board with a carved inscription, as a wedding present for Miss Berry. E. H. A. H. (H. S.)  
July 22<sup>nd</sup>  
Margaret T. Marshall, 1

Committee Meeting. Oct. 14<sup>th</sup> 1932.

A Committee meeting was held on Friday Oct: 14<sup>th</sup>. Mr. Marshall was in the chair & the following members were present: - Miss St. Lovelock, Miss H. Buckridge, Miss H. Lawrence, Mrs. Goodhart & the Secretary.

The minutes were read & signed in the usual way & the County Secretary's letter was then read & discussed. Arrangements had been made for Mr. Theakstone to attend the Delegates meeting at Reading & it was decided to pay the Delegates & Visitors ordinary fare to Reading & leave them to make their own arrangements. It was decided to find out if any members would like to attend the London Exhibition & if so a party would be arranged. The Committee present thought we ought to obtain a 5% Trustee share in the Berkshire W.I. Market Street, this suggestion to be brought before the monthly meeting. No arrangements had yet been made for us to cater for the Drama

Competition for begginers, We were reminded by  
the County Secretary that Entries close on Dec: 31.

Woodton Hill sent us a schedule of their  
Bake Show, & the Group Secretary sent in further  
particulars of the Group Meeting. The Secretary was  
instructed to write & ask Miss Lawrence if she  
would take charge of articles for the Handicraft  
Stall, Mrs Marshall said she would undertake  
to get some to knit only. It was decided  
to have all articles for the gift Stall &  
the entries for the Competitions sent to the  
Hall, & Miss Buckridge kindly said she would  
undertake to make a list of same.

The financial Statement was then read  
to & showed that we had a Balance in hand  
of £e-3-5.

Two new members were then elected namely  
Mrs White & Mrs Padel.

Arrangements for the Oct. meeting were then made  
Mrs Goodhart kindly said she would meet Mrs  
Adams. It was decided not to have the lantern  
as it was so expensive <sup>25/-</sup> there was a possibility  
of it being a small meeting.

The question of a deputy Treasurer & deputy  
Secretary then arose, & it was decided to hold  
the suggestion over until after the Annual  
meeting.

Mrs A. Rowles had offered to make the  
Birthday Cake, & for the Variety Entertainment  
for the Annual meeting Mrs Brown would produce  
the play they were doing for the Group  
meeting & the Secretary was instructed to write  
& ask the Ham members if they would  
contribute to the Entertainment.

It was decided to ask Mrs D. Edwards

if she would again take charge of the  
Stall & also at the November meeting. It  
was decided to sing Jerusalem at the Meeting  
on Tuesday & the Secretary was instructed to  
ask Mrs. Spratt if she would kindly play for  
us. Mrs. Goodhart said she would ask  
Miss Adler to judge the Competition.

Edith Druce (Asst. Sec.)  
Dec 17<sup>th</sup> 1932.

Margaret P. Marshall

Minutes of Committee Meeting Nov: 8<sup>th</sup> 1932.

A Committee meeting was held on Tuesday Nov: 8<sup>th</sup>; Mrs Marriott was in the chair and the following members were present. - Mrs Brown Miss E. Lovelock Mrs Goodhart, Miss Buckridge Miss Hull Miss Lawrence & The Secretary.

The minutes of the previous meeting were read and signed, & the Comby Secretary's letter was read & discussed.

Final arrangements were made for the visit to the Handicrafts exhibition at London on Nov: 16<sup>th</sup>.

Mrs Barrowman & Mrs Lympen were elected members of the W.I.

The Committee decided to ask Mr Roff

A Kintbury to judge the cake competition, Mrs Goodhart said she would be seeing him & would arrange same.

It was decided to run a Whist Drive a Tuesday Dec: 6<sup>th</sup> at 7-30 p.m. in aid of W.I. funds. Miss Lawrence & the Secretary to take charge of same. Mrs Blowie Mrs Marriott Mrs <sup>Pearce</sup> ~~Goodhart~~ & Mrs Pluth kindly offered to give the prizes.

The Secretary then read her report on the year's work, & the Treasurer read her statement of accounts, both reports were adopted by the committee.

The Secretary was instructed to write & ask Mrs Fawcett if she & Miss M. Lawrence would come over & act as Teller.

L. Deuce. (Hon. Sec.)

Margaret P. Marriott



Committee Meeting Nov: 15<sup>th</sup> 1932

After the Annual meeting on Nov: 15<sup>th</sup> a short committee meeting was held. Mrs Marriott ~~was~~ who had been elected President was in the chair; & the following members were present. Mr W. Edwards, Mrs J. Ward, Miss Huth, Miss E. Lovelock, Miss Lawrence, Mr. Browne Miss Buckersidge, Miss Price, Mr Goodhart & Mrs L. Bruce.

Mrs Browne, Mrs J. Ward & Mrs Huth were elected Vice - Presidents, The Secretary & Treasurer were re-elected, Miss H. Buckersidge was elected assistant secretary, & Mr Watson assistant Treasurer.

Miss E. Lovelock said she would continue with the tea, Mr Goodhart & Miss Gordon resigned from the Tea Committee, & several names were suggested, for the Tea Committee & the Secretary was instructed to find out who would be willing to

fill the vacancies. Miss Pearce and Miss  
Lawrence were re-elected for the Entertainment  
Committee; Mrs W. Edwards was elected to take  
charge of the Stall with the assistance of Miss  
Pearce and Miss Carter. Mrs Ward, Mrs  
Chandler & Mrs P. Carter were elected for the  
Welcome Committee & Nurse Jordan for the  
Magazines.

The next half year's Programme was then  
discussed, & it was decided to have a demon-  
stration on Rug making in January if we  
could obtain the demonstrators & voting was in  
favour of a Demonstration on Home made  
Wines.

It was suggested that an appeal should be  
made for Xmas Puddings & Mince meat at the  
Whist Drive for the unemployed.

E. Druce (Hon. Secy)  
Margaret P. Morrison

Nov. 29<sup>th</sup>  
Minutes of Committee Meeting Dec. 6<sup>th</sup> 1932.

A Committee meeting was held on January Nov. 29<sup>th</sup> at 2.30 p.m. Mrs. Mansfield was in the chair & the following members were present - Mrs. Browne Miss Buckridge. Mrs. W. Edwards Mr. Goodhart, Miss Lawrence Miss E. Lockock Miss Pearce, Mrs. G. Dard & Mrs. Watson.

The minutes of the previous committee meeting were read & signed, & the County Secretary's letter was also read.

The duties of assistant Treasurer were transferred from Mrs. Watson to Mrs. Hutch. Mrs. Mansfield & Miss Carter were co-opted on to the Committee.

The Committee decided not to appeal for finance heat & Christmas Puddings for the local unemployed. It was suggested that we should

ask Mrs Pinkney to come over & talk on the local unemployed.

A rough copy of the programme was passed round, the Committee deciding to hold their meetings on the second Tuesday this to be printed on the programme.

Mrs Tidley, Mrs Panting & Miss Hope were elected members of the W.I.

Final arrangements were made for the December meeting. The president said she had asked Mrs Baring to come & talk to us for a few minutes. The Committee suggested that she should be asked to judge the Workbags.

Ray classes were arranged for Jan: ~~31st~~<sup>1st</sup> - 31st

Several names were then suggested for

The Social Committee & the Secretary was instructed to enquire if they would help.

The Committee instructed the Secretary to instruct Camp Hopson & Co. to put up the curtain Rod.

Estimates for the programme had been obtained, the Committee decided to still have some printed by Blacket & Turner as they were the cheapest.

L. Druce (Hon. Sec.)

Margaret P. Marriott

Minutes of Committee Meeting Jan: 10<sup>th</sup>. 1933.

A Committee meeting was held on Tuesday Jan: 10<sup>th</sup>. Mrs Marshall was in the chair and the following members were present. - Mrs Browne Mrs H. Buckridge; Mrs W. Edwards, Mrs Huth, Miss K. Lawrence, Miss Lovelock, Miss Pearce, Mrs J. Ward Mrs Watson, Miss Carter Mrs Mann & the secretary.

The minutes were read & signed in the usual way. The suggestion; that we should ask Mrs Pinkney to come over & give a short talk on local unemployment was again raised, & the committee decided to ask her to come to the February meeting.

Mrs Marshall then explained that Blakett Turpin & Co: had made several mistakes in the programme, & she had been to see them & pointed this out & they arranged to re-print them

without any extra charge. The bill for the programmes <sup>15/6</sup> was then passed round & the Committee instructed the Treasurer to pay same.

The Committee decided to ask Miss Baker to demonstrate on the Beckwith Carpet Stitch at the February meeting.

The County Secretary's letter was then read & the Committee present thought the best way to raise money for the County Funds was by No: 3 suggestion, & they decided to place this suggestion before the monthly meeting.

The question of extra prizes then arose & the Committee agreed to accept prizes which the judges of the Competition may offer, but they would not sell the Institute Spoons to be given as extra prizes.

A further discussion about the curtain

rod then took place. Mrs. Harriott explained that Camp Hoppers had been out to carry out their estimate, but they did not think it would really be very satisfactory & recommended an entirely different Rod. This meant that the cost would be £5-5-0 instead of the original £3-19-0. The Committee agreed to have the £5-5-0 rod, Mrs. Harriott then explained that Mrs. Goodhart would organize a small Jubilee Sale if the Committee thought necessary. The Committee present thought this would be a good plan & would prevent the W.I. funds from getting too low.

Miss Winterbourne was then elected a member of the Institute.

Miss Howlock said she would arrange the tea. & Miss Lawrence would ask one of the members to thank the demonstrators at



each meeting.

Arrangements for the next meeting were then made. The committee decided to buy the utensils needed by Mrs Tapply & to borrow Nurse Jordan's oil stove.

Miss Buckridge said she would take charge of the photograph exhibition & Mrs Marriott said she would ask Mrs Goodhart to take charge of the Roll Call.

The Committee thought Mr Resner's suggestion for a Dahia Competition a splendid idea, they also agreed that the tables should be bought & sold out to the members in April.

Etchel Place. (Opp. Sec)  
Margaret Bourne.

Berkshire County Federation of Women's Institutes.

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TELEPHONE : READING 1023.

OFFICE HOURS—MONDAY TO FRIDAY :  
10 a.m. to 1 p.m. 2 p.m. to 5 p.m.

Secretary :

Miss E. OWEN.

WATLINGTON HOUSE,

READING.

January 19th, 1933.

Dear Mrs. Marriott,

I asked the Organisation Committee about putting other members into the chair after the actual business of the meeting is concluded and they were unanimous in saying that it could not be done. There should be some rule as to which Vice President takes the chair, if you are not there, and if neither of them are present the meeting must propose and vote one of the Committee to the chair. In any case the chairman must be proposed and voted for, if neither President or Vice president is there. Perhaps you were thinking of a "Members' Meeting", when all the officers stand down, and their duties are taken by some of the ordinary members just for that afternoon. Some Institutes do that occasionally as a means of finding future officers.

Yours sincerely,

Elizabeth

Ag Minutes Committee Meeting Feb. 14<sup>th</sup>

The Committee Meeting was held on Tuesday Feb. 14<sup>th</sup>. Mr. Marriott being away, Mr. Browne took Chair. The following members were present. - Miss Pearce Miss Lawrence, Mr. Hark Mr. W. Edwards. Mr. Ward, Mr. Mann Miss Carter, Mr. Watson & the Secretary.

The Committee decided to ask Mrs Ward to read Mr. Marriott's Report on the Annual meeting held at Reading.

The County Secretary's letter was read & the committee decided not to read this at the monthly meeting as most of the contents were contained in Mr. Marriott's Report.

The Committee decided to order 100 Dahlias from Cheal, in strong colours. These to be sold

to the members at the March meeting.

Mrs Huth read the 1<sup>st</sup> Quarterly statement of accounts, & the question then arose as to whether the Hall should be paid for in advance, or not. The Committee decided not to pay in advance.

Three new members were then admitted to the institute namely Mrs Drake, Miss Dalton & Miss Ridley.

Arrangements were then made for the March meeting. Mrs Dalton kindly offered to meet Miss Baker, & the secretary was instructed to order a Taxi to take her back to Kintbury Station. Mrs Browne said she would ask Mrs Glasgow to judge the Dress Competition.

A concert for the Nursing Association was then

Group meeting.

Ethel Bruce. (Hon. Sec.)

24-2-33.

G. C. Ward

Minutes of the Committee Meeting Mar. 14<sup>th</sup> 1933.

The Committee Meeting was held on Tuesday March 14<sup>th</sup>, Mrs. Marriott was away so Mr. Ward took the chair, & the following members were present; - Mrs. Hutch; Mrs. Mann; Miss Carter; Mr. W. Edwards; Miss Buckridge, Miss E. Lovelock, Mr. Watson; Mr. Goodhart; Miss Pearce & the Secretary.

Before the usual Business, a card was read from Mrs. Marriott, suggesting that the Institute should send a letter of Sympathy to Miss Butler, & that at the March meeting the members should be asked to stand in Silence for a moment, as a mark of respect & affection for the Rector; this suggestion was unan. in only adopted by the Committee.

The minutes were then read & signed in

the usual way, & the County Secretary's letter was also read; & the Secretary was instructed to write for further particulars of the Quilt Preservation Classes, & Mr. Huth was instructed to send the <sup>Annual</sup> £2 donation to the County Treasurer. The Annual Ballot Paper from the N.F.W.I was then filled up, & Mrs. Goodhart said she would go to the Annual meeting at the Albert Hall, & the Secretary was instructed to apply for a Delegates Ticket, & Railway Voucher. The Institute were asked to send their 15/6 towards the Delegates fare, & the Committee instructed Mr. Huth to forward same.

The Committee decided to ask Mr. Padd to speak on Books for about half an hour & Singers to give their machine demonstration for about half an hour.

Mr<sup>so</sup> Mann said she would take charge of  
the 3<sup>d</sup> dip Basket & Mr Goodhart said  
she would ask Miss Dunn to judge the  
marmalade.

E. Deuce. (Hrs Sec:) 27. 3. 33.

Margaret P. Marriott /



Committee Meeting April 11<sup>th</sup> 1933.

A Committee Meeting was held on Tuesday April 11<sup>th</sup>. Mr. Maxwell was in the chair & the following members were present. Mr. Brown, Miss Buckridge, Mr. Goodhart, Miss Pearce, Mr. Ward, Mr. Mann, Miss Carter & the secretary.

The County Minutes were read & signed in the usual way & the County letter was read and discussed; The committee decided to apply for the Fruit Reservation Classes if 12 students would attend.

There was no financial statement this month & no new members.

Arrangements were then made for the April meeting; & the secretary was instructed to order

a car to meet the Demonstrator.

Mrs Marriott reported on the Group Committee meeting, she said the next Group meeting was to be held at Hingford on October 31<sup>st</sup> & Inkepen & Shalhouse W.I.s. were to be responsible for the Tea. Mrs Marriott then pointed out that a small Committee would have to be formed to carry out the Tea arrangements near the date, & Mrs Goodhart was asked if she would act as Chairman of this Committee.

None of the Committee had been asked about a W.I. Outing this year so it was agreed to ~~not~~ make no arrangements for one this year, as there were already lots of various outings being arranged in the Village.

A Rough Copy of the programme was then handed round & the Committee instructed

The Secretary & President to finish same & have it printed.

The committee members present decided that it would not be necessary to hold a Committee meeting in May & the Secretary was instructed to inform those not present of this decision.

Ethel Duce. (Hon. Sec.)  
Honor for her.

Minutes of Committee Meeting. June 13<sup>th</sup> 1933.

A Committee Meeting was held on Tuesday June 13<sup>th</sup>. Mr. Goodhart was in the chair, and the following members were present. Mr. W. Edwards; Mr. Mack, Mr. Watson; Miss Carter; Miss Lawrence & the secretary.

Apologies were sent by Mr. Marshall and Miss Buckridge.

The County letter was read & the Committee decided to enter the produce course. The Secretary was instructed to order 2 dozen Schedules, for the Produce Show at Haslemere.

There was no financial statement.

The new member, Mr. Butler was elected to the Institute.

Mrs. Watson kindly offered to entertain the  
Speaker on Tuesday & to arrange her Transport.

The Committee decided to ask the speaker to  
judge the Apron Competition.

Arrangements were then made for the Unit Preservation  
Classes, members of the Committee promising to  
lend Stoves etc. for the classes.

Prize Dance (Apr: Dec:)

Margaret P. Marriott.

Minutes of Committee Meeting Aug. 15<sup>th</sup> 1933.

A Committee Meeting was held on Tuesday August 15<sup>th</sup>; Mrs. Marriott was in the chair & the following members were present; - Mrs. Huth; Miss H. Lawrence; Miss E. Woodcock; Miss Prace; Mrs. Watson; Miss Carter & Mrs. Mann & the Secretary.

Mrs. Drices letter resigning the Secretaryship was read.

Mrs. Marriott said she had made arrangements with Miss Bucknidge; to carry on <sup>as acting</sup> the duties of Secretary until the Annual meeting;

Mrs. Goodhart had promised to be Exhibition Secretary for the Newbury Produce Show.

A member of the Committee then enquired if we were Shareholders in the Newbury Market Stall & as no trace of the 5/- Trustee Share could be found the Secretary was instructed to make enquiries about same.

A letter of thanks, from Mr. Robin Gray, for the parcel of woody Jackets sent by some of the W.I. members was then read.

This concluded the business, the members day Committee being left to arrange members day.

E. Drue. (Asst. Sec.)

Aug: 28<sup>th</sup> 1933.

Margaret P. Marriott.

Minutes of Committee Meeting Oct 10<sup>th</sup> 1933

A Committee Meeting was held on Tuesday October 10<sup>th</sup>  
Mrs Macriolt was in the chair & the following members  
were present. Mrs Ward Mrs H<sup>c</sup> Edwards Mrs Mann  
Miss Lawrence Miss Carter Miss Pearce & the acting Sec:

Apologies were sent by Mrs Goodhart & Mrs Watson

The minutes were read & signed in the usual way  
& the County Letter read & discussed

There was no Financial Statement but Miss Huth's  
letter resigning the Treasurership was read

One new member Mrs Jackman was elected

The Group Meeting at Hungerford was then discussed  
& final arrangements left until Monthly Meeting



It was decided to ask Lady Whyte to judge the Competition for the best exhibit made by a husband or male relation.

Miss Lawrence suggested Folk Dancing for the monthly meeting entertainment & that Miss Turner be asked to come & assist. The Committee present thought it would be an agreeable change & left it to Miss Lawrence to see if she could arrange same.

The Committee decided to ask Mrs Smith if she would make the Birthday Cake.

Mrs Marriott then shewed us a design which she had drawn from the Berkshire Room Carpet suitable for a rug. It was decided to make a cooperative rug in the original colours. Mrs Marriott said that Miss Baker would come & start same.

H. Buckeridge (Acting Sec.)

Margaret P. Marriott.

Minutes of Committee Meeting Nov 14<sup>th</sup> 1933

A Committee Meeting was held on Tuesday Nov 14<sup>th</sup>. Mrs Marriott was in the chair & the foll: members were present - Mrs Goodhart, Mrs Watson, Mrs Mann, Mrs Ward, Mrs W. Edwards, Miss G. Lawrence, Miss Ruth, Miss Carter & the acting secretary.

The minutes were read & signed & the County Letter read & discussed. It was decided to ask for Miss Slope preferably or Mrs Barendale as our County Visitor next year.

The acting sec was instructed to write a letter of thanks to Miss Turner & also to Mrs Smith.

A letter was then read from the President - County Blind Society asking our members if possible to support a play in Newbury given on behalf of the Society. It was decided to see if the members could arrange a party.

at the Monthly Meeting to go to same.

Some of the members had asked if a bus could be arranged for London & it was decided if there were sufficient members who wanted to go to arrange for same.

Mrs Huntley was re-elected a member

Arrangements were then made for the Annual Meeting. Mrs Goodhart stated that Mrs Britton & Miss Little were willing to come & act as Tellers & Miss Huth passed round a statement of accounts.

Suggestions were then made for next years Programme

H. Buckridge  
Acting Sec.

Margaret P. Harwood.

## HINTS ON BANNER DESIGNING.

### DESIGN

Banners should be designed on the same lines as posters, namely, in broad masses of colour, eliminating detail and, most important of all, good clear lettering.

### MATERIALS

The best material to use throughout for a banner is linen. The linen used should be fadeless and of the heavy quality that is generally obtainable from good soft furnishing shops.

### SIZE

As banners are often used out-of-doors or in large halls, they should be of a good size, namely - not less than 2 feet 6 ins. wide, by 3½ to 4 feet in depth.

### METHOD

Appliqué work is the best possible method for all banner work. Fine embroidery stitches should be avoided.

### MAKING UP

When the front of the banner is completed it should be carefully damped on the back only and stretched till quite dry. The lining should then also be stretched in the same way. The lining should first be attached to the top of the banner and then the banner should be left hanging by the upper edge for some days - this is to ensure that it is fully stretched and, therefore, will not give further when in use. The sides and lower edge of the lining should be slip-stitched to the banner while it is in a hanging position,

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(signed) Alice Armes

Craft Organiser.

BERKSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES.

GROUP RULES.

1. Group Meetings should be held at least once a year, the meetings being open to all W.I.s in the Group.
2. Each Group should hold at least two Committee Meetings during the year. This Committee to consist of the Presidents, Vice Presidents, Secretaries, ~~shd~~ Treasurers of each W.I. in the Group, also the V.C.O. attached to each district in which the Group is situated.
3. The Group Officers should consist of Chairman, Secretary, Treasurer. The offices of Treasurer and Secretary may be held by the same person. These Officers to be elected annually by this Committee as soon as possible after the Annual Meeting of each W.I. in the Group.
4. Groups should make every effort to be self-supporting by voluntary efforts, such as profits on teas, etc. A levy on Institutes is not permitted. In the event of any successful money-making effort being made, any large surplus should be handed to the County Federation.
5. Groups ~~have~~ no power to pass Resolutions; they can make recommendation to the Executive Committee of the County Federation. These recommendations will be warmly welcomed.
6. Group Secretaries will be invited to attend Meetings of the Organisation sub-committee of the County Federation four times a year. Travelling expenses to such meetings will be paid out of County Funds.
7. All changes of Group officers must be reported as soon as possible to the County Secretary of the Berkshire Federation.

Group Competitions.

In arranging Competitions, such as "something new out of something old", or other handicraft competitions, would you always make it quite clear that the work must be done by the member competing.

# INKPEN WOMEN'S INSTITUTE

List of Demonstrations and Lectures 1931-32.

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November.	Nomination Day.	Expenditure nil.	
December.	Miss Petty, Christmas puddings.		£1. 16. 4.
January.	Mr. Skinner. Reseating boy's trousers.		5. 0.
	Talk on Radium by Miss Fergusson	Free.	-----
February.	Bee-keeping.	Free.	-----
March.	Tea, from Plantation. to Tea-pot.	Free.	-----
April.	Mrs. Walker. Upholaterer.		16. 0.
May.	Mrs. Rowlands. Childrens' clothes.		1. 8. 4.
June.	Talk on trees. By Miss Walker.	Free.	-----
July.	Milk & cream cheeses By Miss J. Mathews. N.D.D.	Free	-----
August.	Holiday Month.		
September.	Members' Day.		
October.	Miss Adler. Housing problems. No Fee. Expenses.		14. 8.
<hr/>			
Taxises for Demonstrators & Lecturers			12. 0.
			<hr/>
			5. 12. 4
Miss Hopes cooking classes <del>held on</del>			2. 18. 0
			-----
			£8. 10. 4.

Cash in Bank & in hand. £ 4 . 4 . 4 -

Expenditure in last  $\frac{1}{4}$   
 Feb: March, April. 19. 5. 5.

Receipts in last  $\frac{1}{4}$  9 4 - 8.

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Demonstrations, Lectures etc.

Feb: Bee keeping. FREE.  
 Miss Hope, Cooking classes. 2. 18 0.  
 (paid for themselves)

March. "Tea, From Plantations & Teapot." FREE.

April. Mr. Walker. Upholsterer. 16/0.

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Feb: March April.	Now Dec. Jan -
Treas. 15. 10 $\frac{1}{2}$ .	£1. 2. 5 <del>6</del> . 2 $\frac{1}{2}$
Visitors 5 10.	8. 0
Stall 3 7 $\frac{1}{2}$	1. 9.

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WOMEN'S INSTITUTE

NEAREST STATION .....

SEC'S. ADDRESS .....

TELEPHONE NUMBER .....

SECRETARY'S COPY. OF a/c.

	£ - s - d.
JUMBLE SALE	11 - 16 - 8½
52 SUBSCRIPTIONS	5 - 4 - 0
AMOUNT TAKEN UP TO DATE	19 - 17 - 0½
EXPENDITURE " " "	5 - 5 - 1
IN HAND	14 - 11 - 2.
EXPENSES. = DEMONSTRATORS; PROGRAMMES; AFFILIATION FEES; HALL; STATIONARY.	
BUDGET; = ½ YEARS PROGRAMME	£5-10-0.
TAKINGS = STALL; TEAS;	2-0-0

DECEMBER MEETING; TEA; 4/6½; STALL; H/H  
VISITORS 3/-.

ON HAND. END OF JUNE; ABOUT. £5-10-0.



Telegrams: Huth, Inkpen.  
Telephone: Inkpen 15.

Wan's Dyke End,  
Hungerford.

Inkpen Women

Institute. 3<sup>rd</sup> quarter.

Taken £3 16. 11.

appt to streets 4. 3.

Balance in bank

£ 15. 3.

Telegrams: Huth, Inkpen.  
Telephone: Inkpen 15.

Wan's Dyke End,  
Hungerford.

Inkpen Women

Institute. 2<sup>nd</sup> quarter.

Jan 6 Taken 7. 11. 9<sup>1</sup>/<sub>2</sub>  
appt spent 11. 4. 5.

In hand £10. 19. 2.

Miss Hope

D. classes

@ 7/6 £2. 5. 0

Miss Hope

13.

£ 2. 18. 0

classes

at 7/- £ 3. 5. 0

Miss Hope.

2. 18

on hand.

7.

page attendance 11.  
less as Miss Hope had g