



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 25 June 2025

Present: Phil Wood (PW), Matt Davey (MD), Janine Simpson (JS), Paul Mingay (PM), James Plant (JP), Paul Dellar (PD)

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from Dave Smith (DS), Rachel Lee (RL), Justine Sheekey (JS)
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 14 May 2025 were agreed.
3.	Matters Arising 3.1 Update to T&F policy – as DS was absent it was agreed to carry this forward to the next meeting 3.2 MD sent summary policy to PW 3.3 PM has updated the bank mandate to add PW. It is not so easy to take people off – PW to give PM info required. PM to update with progress at next meeting. 3.4 Publicity for PR donation– JP posted it. 3.5 JP sent the Accident Report form link after the last meeting. 3.6 PW – went back to Anytime Fitness – they haven’t responded. It was agreed to leave this for now. 3.7 PW – new system requirements – written a list of requirements – now need to work out what is done and when. He will update at next meeting. 3.8 Young Athletes Policy – discussed at last endurance meeting. 3.9 Medical forms have been sent out by PW. 3.10 Jackets for officials – this is with DS to action – update next meeting. 3.11 Website changes – these have both been completed by JP 3.12 Endurance Committee – younger athletes policy discussed and agreed. Action points: DS update on T&F policy MD send summary policy to PW PM to complete bank mandate update – info from PW PW to continue to work on spec for new membership system DS action jackets for officials
4.	First Aid 4.1 PD explained we could get FAKs from Amazon reasonably cheaply. 4.2 It was agreed to do these and distribute to coaches. Action points:

Committee members

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Chairman – Phil Wood; **Treasurer** – Paul Mingay; **Secretary** – Matt Davey **Endurance Lead** – Paul Dellar; **Track & Field Lead** – Dave Smith; **Welfare Officers** – Rachel Lee and Janine Simpson; **Membership Secretary** – Phil Wood; **Webmaster** – James Plant; **Social Media** – Justine Sheekey



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	PD to get FAKs and distribute to coaches.
5.	Club development plan 5.1 PW introduced the club's development plan AKA the Club Vision. 5.2 The committee discussed what it wants as a club and what the members want 5.3 Should the club be just about performance? 5.4 Should the club have more social events? 5.5 Does the club need a formal handbook? 5.6 It was agreed the club needs cover for key people – committee and coaches. For example DS is a key person and would be hard to replace 5.7 One idea raised was that senior coaches could help with juniors sessions. 5.8 Tech – membership system / website – does it need an app? Membership is a heavy workload. Tech changes may help this but require a lot of set-up. Single membership fees has helped hugely. 5.9 More club races were suggested – Langham 10k was floated as a possibility. Action points: It was agreed to discuss the Club Vision at a later date.
6.	Membership renewal 6.1 PW updated – renewals are now complete – leavers are resigned on system and with EA. 6.2 Only 4 leavers quoted price increase as a factor 6.3 3 people on monthly membership trial 6.4 The club has 384 members – more than budget 6.5 It was proposed to reduce fees for next year by £5 and EA fees will continue to be paid by club. PW and PM to calculate if this is viable. Action points: PW and PM to calc if £5 reduction for 2026/27 is viable in time for AGM.
7.	AGM 7.1 PW explained that AGM attendance was not great last year. He asked what could be done to improve this? 7.2 It was discussed that it clashed with training for seniors. One suggestion to do a short race instead of training. Also suggested to do a different evening. 7.3 It was agreed to have AGM Friday 17 Oct. 7.4 PW also noted we need to get the accounts reviewed. MD volunteered to find someone. Action points:

Committee members



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	MD to find someone to review accounts.
8.	Arthur Whiston 5 (AW5) 8.1 PD explained AW was just over 2 weeks away – with over 200 confirmed entrants. We will allow entries on the day so it is hoped it will hit 250. Max is 300. 8.2 The Club continuing to advertise on FB 8.3 Ice Cream van – Army wanted paperwork + cost + notice – so cancelled. 8.4 T&F publicised in their WhatsApp groups. 8.5 Should have a surplus of approx. £1,200 – for AW charity. 8.6 45 members have volunteered to be marshals. There is a plan and it is in good shape. 8.7 PM suggested the club making a contribution to the AW charity – it was agreed to discuss at the next meeting. Action points: Discuss charity donation at next committee meeting
9.	Phishing attempt 9.1 MD explained that he'd received an email purporting to be from PM. Message is to be vigilant. Action points: None
10.	AOB 10.1 JS mentioned Funletics in Norwich in Aug – could club cover the cost? – DS has his budget per PW so T&F can discuss and action. 10.2 The T&F committee are getting a laptop for recording results – paid from their budget. Currently these is done using volunteer's own device. 10.3 PM updated on the club's finances – the cash balances is currently £79k. July to Sep are typically not big spending months so the forecast balance at the end year is £70k. The club remains in a healthy position. Action points: None

Actions	
March 2025 meeting	
4 TB to correct mistakes on policy document	Pending

Committee members



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7 PM to change persons on bank mandate	In progress
May 2025 meeting	
DS to make updates to T&F policy	Pending
JP to update safeguarding docs on website	Done
MD to look in email inbox for policies	Done
JP / JS to do publicity for Parkrun contributions	Done
DS to amend T&F minutes	In progress
DS to ask Linda to get some FAKs	In progress
JP to find accident form on website and put link in committee WhatsApp	Done
PW to action with Anytime Fitness	Done
PW to list requirements for new system	Done
PD to talk to JS about marketing / social media	Done
DS to talk to Army about ice cream van and tent / gazebo	Done
PD to get quote for marshal vests for AW5	Done
T&F to put into WhatsApp groups to publicise AW5	Done
PD to draft younger athletes policy	In progress
JP to remove training fees section from website	Done
JP to update the contact form	Done
DS to action jackets for officials	Pending
PW to do the updated medical questionnaire are after renewals are complete	Done
June 2025 meeting	
DS update on T&F policy	Pending
MD send summary policy to PW	Pending
PM to complete bank mandate update – info from PW	Pending
PW to continue to work on spec for new membership system	Pending
DS action jackets for officials	Pending
PD to get FAKs and distribute to coaches	Pending
PW and PM to calc if £5 reduction for 2026/27 is viable in time for AGM	Pending

Committee members



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MD to find someone to review accounts	Pending
Discuss charity donation at next committee meeting	Pending
Discuss the Club Vision at a later committee meeting	Pending

Meeting closed at 20:30

Next Committee Meeting – 6 August 2025

Committee members

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