Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 26 March 2025

Present: Phil Wood (PW), Tammy Belshaw (TB), Janine Simpson (JS), Paul Mingay (PM), James Plant (JP), Paul Dellar (PD), Dave Smith (DS)

Minutes: Tammy Belshaw (TB)
Meeting Commenced: 7pm

1.	**Welcome & Apologies** 1.1 Apologies received before the meeting from Rachel Lee (RL), Justine Sheekey (JS)
2.	**Minutes of Previous Meeting** 2.1 The minutes of meeting held on 19 February 2025 were agreed.
3.	**Matters Arising** 3.1 PW asked Rick Thompson about asking Mikey Smith to be SAL TM, but Rick has suggested DS approach Mikey. 3.2 PW has asked Daniel Steptoe-Thompson to put up the senior events flier recently produced and has the junior flier from Linda Garnham. It was also decided at the meeting to display the track etiquette produced by PD. **Action points:** **DS to ask Mikey about SAL TM**
4.	**T&F Membership Policy** 4.1 TB and DS discussed the need for some flexibility with the new combined membership/training fee, given this is unappealing to senior T&F athletes who only represent the Club in league competitions, but do not train at the Club – this could be potential 'first claim' or 'second claim' athletes. TB highlighted that the Endurance Committee has used its discretion to agree policies historically and these policies have contained flexibility, i.e. to appraise athletes on a case-by-case basis. There is also precedent to create policies to boost performance in certain areas of the Club with discounted/free memberships to strengthen teams. It was subsequently clarified that it was the main committee and not the endurance committee that had tweaked the distance membership policy to try retaining those over 18 that went off into full time education, with the expectation these athletes would strengthen the club in the future. The Endurance Committee had previously restricted membership to second claim athletes with the knowledge of the main Committee. 4.2 PW suggested that the Club uses the England Athletics 'Higher Competition Athlete' application for athletes who would like to represent the Club in T&F competitions but have a first claim at another Club. The deadline each year for this application is 1st March. 4.3 PD confirmed that he was in favour of fees remaining as proposed and agreed at the AGM (ie combined) for Endurance athletes and that – in particular – he would have issues in monitoring training restrictions for any members enjoying lower fees as a result of agreeing not to train at the club.

	4.4 PM suggested that the policy should cover a maximum number of athletes to keep this manageable for those involved in the membership process and to keep this as a very small minority. 4.5 It was also agreed that any T&F athlete benefiting from lower fees under this proposal should commit to represent the club at a minimum number of T&F events per annum in any given year (5 was suggested) and that the list of those benefiting should be shared with the main committee on an ongoing basis. 4.6 There would need to be safeguards to ensure past members that "left under a cloud" were not readmitted to the club. 4.7 Overall, the Committee agreed that it was supportive of a T&F policy to strengthen the senior teams in the short to medium term, but it is hoped with the development of the Club that this would be less of a necessity in the longer term. However, PW was uncomfortable from a membership viewpoint with this proposal as it is not open or available to all members. 4.8 PW reported that an athlete had informed him that they had been offered a discounted membership renewal by a member of the T&F committee. The latter denied doing so. It was noted that 2 years previously, KMc had made an unauthorised membership renewal discount offer that was overturned by the then Chairman and Membership Secretaries. **Action points:** **T&F Committee to write policy to be agreed by the main committee and check EMAC allow HCA**
5.	**Arthur Whiston 5 Mile Race** 5.1 PD reported that we have received 80 entries in 2 weeks and 35 volunteers (likely to need ~40).
6.	**Club Policies** 6.1 PW reported that he and TB have created a policy inventory, and PW summarised all of the Club's current policies. These policies are kept in a folder of the Secretary's email. 6.2 RL has drafted a set of Adult Safeguarding Procedures and Policy documents, which are based on those published by England Athletics. These were unanimously agreed by the Committee. 6.3 TB noted (during the T&F membership discussion in Item 4) that the policy document circulated was incorrect with reference to the second claim athletes being a T&F policy as this was only discussed and agreed at Endurance Committee meetings. PW noted that the wording on the free membership of endurance coaches requires coaching **three** times a month (not two as stated on the policy) **Action points:** **JP to post Adult Safeguarding documents on website** **TB to correct mistakes on policy document**
8.	**Membership renewal** 8.1 PW reported that 160 members have renewed. This is higher than the proportion renewed at this point in 2024. Twenty-two have notified PW that they are not renewing, 3 being down to price and 12 for

	other reasons, 7 unknown. One member has signed up for the monthly membership trial. The deadline for renewal covering free EA affiliation is Monday (31st March).
9.	**Equipment Storage** 9.1 DS reported that Sodexo has given us notice that we need to clear out ALL of our equipment from the track sheds. This issue has arisen from the collective misuse of these facilities by CHAC, CATs and Colchester Hockey Club. We will be provided with some long-term storage likely in line with that originally granted, but probably not enough to store the cross-country equipment (2 large gazebos, tape and flags). DS has disposed of any items not required. **9.2** TB offered an empty shed for short term storage, until we can gauge how much off-site storage we require. We will advertise to members the need to borrow a van for transport. **Action points:** **DS to advertise on Facebook for a van** **DS/TB arrange a group to transport equipment to TB's shed**
10.	**Club bank mandate change** 10.1 The Committee unanimously agreed that our Chairman, Phil Wood, is to be added to the Club's Nat West bank account as an authorised signatory. His permissions will be in accordance with the existing mandate. It was also agreed to remove Lance Williams, Keith Marley and Caroline Sutton from the same Nat West bank account. **Action points:** **PM to change persons on bank mandate**
11.	**AOB** 13.2 PM asked the committee if we should publicise our donations to the 5 local park runs. It was agreed to post on Facebook and email the park run directors when he makes the donation. 13.3 PM reported that the cash position looks very healthy given the influx of membership fees. It was noted that the financial year is likely to show a surplus, whereas the membership year to Mar26 should show a deficit. 13.4 PD has been working with Simon Colclough on the Press Reporting on an experimental basis, and he has now agreed to take on the role. Simon is likely to approach this as a 'round up' style of results reporting when he has capacity. He can be used for T&F and Endurance reporting. PW has thanked him and asked him to let the Committee know if he receives any negative comments from this activity. 13.5 PW has suggested that we ask senior athletes with coaching qualifications whether they would be willing to coach at junior sessions – we are particularly short of coaches on Thursday evenings. There

	was some discussion on whether there were restrictions on the LIRF qualification, so clarification is required. **Action points:** **PM/JS to post on park run contributions** **PD to check on LIRF restrictions**

Actions

February 2025 meeting	
1 PW/TB to display event fliers on notice board	**Pending**
2 RL to check whether TMs need to be DBS check	**Pending**
3 T&F to start reviewing development priorities	**Pending**

Meeting closed at 7:50pm
Next Committee Meeting – 14th May