Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 10 December 2025

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

Minutes: Phil Wood (PW)
Meeting Commenced: 7pm

1.	**Welcome & Apologies** 1.1 Apologies received before the meeting from Dave Smith (DS) 1.2 PW welcomed KC to the committee
2.	**Minutes of Previous Meeting** 2.1 The minutes of meeting held on 17 September 2025 were agreed.
3.	**Matters Arising** 3.1 It was agreed to note the error in the T&F minutes from 1 April relating to university membership, rather than change those minutes. No one had been admitted before the main committee agreed the policy and the 2 individuals noted as stating otherwise had distanced themselves from the comment. 3.2 Policy list was shared 3.3 Bank mandate updated but some legacy names still to be removed 3.4 Membership spec completed 3.5 Jackets for officials to be considered next year 3.6 AGM actions completed. KC elected as welfare officer. No one else stood for election to committee 3.7 New member of Endurance committee, and ladies team captain appointed . **Action points:** **PM to remove leavers from bank mandate**
	Minutes from sub-Committees **Endurance - PD** Changes to committee were noted. AW5 - RP will be race director and JP will support him. **Track and Field - DS** Issue of equipment being stored for winter was noted and the detrimental impact this has on facilities for athletes to train all year round. This will be taken up with the Army and potentially with our MP. Reduced facilities could lead to reduced hire fee for the period impacted. **Action points:** **PW & DS to make case to Army and take forward**

4.	**AGM debrief** 4.1 All resolutions passed 4.2 Members were happy to continue to repay surplus through the membership rate. 4.3 Attendance was low and the minimum quorum was only reached late on. Discussion on increasing attendance covered greater promotion of the event, moving the event back to a training night, and a Zoom type dial in. 4.4 The possibility of combining with the awards evening won't work as there's a capacity limit and the event would last too long. Combining it with a social event might encourage attendance 4.5 The risk of not having the ability to elect a functional committee was noted and PW will communicate this if this seems a likelihood. **Action points:** **PW to own the action and carry forward to next year when planning for the next AGM commences.**
5.	**Year-end accounts review** 5.1 Access by the Independent Reviewer to FreeAgent and bank statements was discussed. 5.2 The reviewer is likely to sample check transactions. **Action points:** **MD & PM to agree how best to provide financial and bank information to the Independent Reviewer**
6.	**Defib** 6.1 It was noted that the track defib is not working and has been reported. 6.2 Rick holds the spare defib but this can't be stored/charged at the track. It was agreed it was impractical for Endurance to bring this to each training session. It makes sense for this defib to be stored by a committee member **Action points:** **PW & DS to ensure the army is reminded to fix the defib** **PW to speak to Rick about defib storage**
7.	**Race walking** 7.1 The committee noted the communications from Steve C to encourage race-walking within the club and community. **Action points:** **No action**
8.	**Plan for the year** 8.1 PW stated some of the areas the committee will cover during the next year.

	8.2 We should review what policies need updating, and any long-standing ones should be reviewed as a matter of course to ensure they remain current. 8.3 System access across membership, banking, FreeAgent, website, and social media accounts to be reviewed 8.4 The list of DBS approvers should be revalidated/updated 8.5 Further work on the development plan will take place **Action points:** **PW & MD to add to future agendas**
9.	**Who's who Photo board** 9.1 KC confirmed it is recommended that there should be a photo board showing key people including welfare officers. This had been discussed a few years back and not taken forward. It was agreed this should be implemented. 9.2 Communication of the welfare officers should be communicated in the new members email, and to the existing membership base **Action points:** **KC to arrange photo board** **KC to provide PW with wording for communicating contact details for the welfare officers.**
10.	**Awards evening** 10.1 Organisation on track 10.2 Invite form to be updated and sent out 10.3 Photographer to be identified. We need to communicate that people will need to opt out if they don't wish photos to be published. **Action points:** **JP to refresh invite for PW to send out** **PW & KC to communicate photo policy**
11.	**Medical Condition** 11.1 It was agreed that the semi-annual circulation of medical conditions should continue to go to all coaches **Action points:** **PW to send out**
10.	**AOB** 10.1 Update on finances was noted. 10.2 A deficit is still expected, however, the lack of equipment purchases (driven from the lack of storage) and higher new membership fees may impact the size of the deficit. **Action points:**

Chairman – Phil Wood; **Treasurer** – Paul Mingay: **Secretary** – Matt Davey **Endurance Lead** – Paul Dellar; **Track & Field Lead** – Dave Smith; **Welfare Officers** – Karen Clark and Janine Simpson; **Membership Secretary** – Phil Wood; **Webmaster** – James Plant

	None

Actions

March 2025 meeting	
4 TB to correct mistakes on policy document	**Closed**
7 PM to change persons on bank mandate	**Done**
May 2025 meeting	
DS to make updates to T&F minutes	**Closed**
PD to draft younger athletes policy	**Done**
DS to action jackets for officials	**Closed**
June 2025 meeting	
DS to make updates to T&F minutes	**Closed**
PM to complete bank mandate update – info from PW	**Done**
PW to continue to work on spec for new membership system	**Done**
PD to get FAKs and distribute to coaches	**Done**
PW and PM to calc if £5 reduction for 2026/27 is viable in time for AGM	**Done**
MD to find someone to review accounts	**Done**
Discuss charity donation at next committee meeting	**Done**
Discuss the Club Vision at a later committee meeting	**Closed**
September 2025 meeting	
MD to liaise with PM re review of accounts	**Closed**
RL to look at documents and handover to KC/JS	**Done**

Meeting closed at 20:00
Next Committee Meeting – 21 January 2026