



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 17 September 2025

Present: Phil Wood (PW), Matt Davey (MD), Dave Smith (DS), Janine Simpson (JS), James Plant (JP), Paul Dellar (PD), Rachel Lee (RL)

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from Paul Mingay (PM), Justine Sheekey (JS)
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 25 June 2025 were agreed.
3.	Matters Arising 3.1 T&F uni membership – DS – policy is agreed 3.2 MD sent list of policies 3.3 PM has done bank mandate 3.4 Membership system – PW – work is ongoing – planning to get a free trial 3.5 Jackets for officials – DS – one for next year 3.6 AW5 – PD – charity donation made 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
	Minutes from sub-Committees Endurance - PD Lydia has stepped down from G4 – Joe Nowak is now coaching. AW5 was a success – over 250 entrants, positive feedback, lots of marshals and raised £2,253 for charity. We would like to run it again. RP to lead if he can get support. London Marathon ballot – the club has 2 places. Endurance has rolled out new rules on hi viz for winter training. Compliance is good. Track and Field - DS Nothing notable to discuss. Action points:

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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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	No actions
4.	AGM arrangements 4.1 No resolutions received to-date 4.2 DS suggested we might need a resolution for children aged 7 (current limit is 8). It was agreed to do this 4.3 PM has started drafting the accounts – MD to liaise with PM re review 4.4 PW - Need a budget for the sub-committees and for the overall club 4.5 Draft surplus £13k – new membership fees have inflated the figures 4.6 Speeches for AGM – T&F, Endurance, Chair, Treasurer 4.7 Need proposal forms – RL to look at 4.8 Need someone to take register – DS will find someone 4.9 PW to look at drink vouchers Action points: DS propose a resolution to change the club constitution to allow 7YOs MD to liaise with PM re review of accounts RL to look at proposal forms PW to look at drink vouchers
5.	2026/27 membership fees 5.1 It is proposed to subsidise EA fees again 5.2 Proposal to keep fees flat for 2026/27 5.3 This should result in a deficit around £5k – this will be monitored and the club has sufficient funds to cover this. Action points: None
6.	Welfare officers 6.1 RL is standing down as her daughter no longer runs so she doesn't come to track 6.2 Karen Clarke (KC) has offered to join as Welfare Officer 6.3 JS to talk to KC, she may stay on. 6.4 If JS stands down the club will need to find another Welfare Officer – we have to have 2 6.5 RL mentioned document retention, passing documents over and destroying others. Action points: JS to talk to KC RL to look at documents and handover to KC/JS
7.	Attracting new committee members / volunteers 7.1 PD asked how we more / new people involved in the club.

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	7.2 Eg Endurance Committee, T&F Committee, Main Committee 7.3 It tends to be the same small number of people who help out 7.4 DS - T&F have been quite successful with volunteers. They told the parents they had to help. It worked. 7.5 Volunteers were given lots of support. 7.6 It was suggested that we need to ask people directly. 7.7 DS suggested we need a new Vice Chair. Action points: DS talk to T&F to see if anyone will stand as Vice Chair
8.	Endurance / track & field 8.1 DS raised the subject of Endurance completing in SAL – SC, 3000m, 5000m 8.2 The club performed poorly at SAL as not enough people took part 8.3 PD said Endurance consider 5k to be the shortest distance 8.4 DS took this onboard and said for shorter distances, eg 3000m, he would need to look in T&F 8.5 PD said Endurance could try harder to find people in a more structured way Action points: PD to look at ways of encouraging participation
9.	Awards evening 9.1 General consensus was to do an awards evening next year 9.2 Need to find a date and book the venue 9.3 Rugby club was popular, but at capacity 9.4 Challenge if it is more popular. Football stadium was suggested. 9.5 DS suggested doing it in January 2026 Action points: Try to find a date in Jan and venue (PW)
10.	AOB 10.1 None Action points: None

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Actions

March 2025 meeting	
4 TB to correct mistakes on policy document	Pending
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	Done
DS to ask Linda to get some FAKs	Done
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	Done
PM to complete bank mandate update – info from PW	Pending

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PW to continue to work on spec for new membership system	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
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
September 2025 meeting	
DS update on T&F policy	Pending
MD send summary policy to PW	Done
DS propose a resolution to change the club constitution to allow 7YOs	Done
MD to liaise with PM re review of accounts	Pending
RL to look at proposal forms	Done
PW to look at drink vouchers	Done
JS to talk to KC	Done
RL to look at documents and handover to KC/JS	Pending

Meeting closed at 20:30

Next Committee Meeting – 10 December 2025

Committee members