



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 21 January 2026

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

Apologies: Paul Dellar (PD), Karen Clark (KC)

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from KC and PD
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 10 December 2025 were agreed.
3.	Matters Arising 3.1 Winter storage of equip. PW wrote to the Army, they responded and said it is not their issue – RMPA are responsible. 3.2 AGM debrief It was agreed to carry this item forward to the next meeting 3.3 YE accounts MD / PM to discuss 3.4 Defib DS – notified RMPA – they have not taken any action. PW not yet spoken to Rick about the portable defib. 3.5 Systems Access / Policy This was discussed – see AOB section 3.6 Photos – new army rules PW confirmed he had sent out a policy to all members. 3.7 Medical conditions PW confirmed he had sent medical info out to all coaches. Action points: None
	Minutes from sub-Committees Endurance - PD Changes to committee were noted. Track and Field - DS There were no T&F minutes.

Committee members

1

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



Colchester Harriers Athletics Club

	Action points: None
4.	DBS reviewers 4.1 There are 4 - DS, RT, PP, PW 4.2 It works so leave it as is. Action points: None
5.	Awards evening 5.1 The awards start 19:00 – it was agreed to set the start at 18:30. 5.2 Per JP currently at about 170 attendees. Aiming for 200. 5.3 Running order was discussed. No strong opinions. Track & Field / Endurance. 5.4 DS's daughter to do photography. Action points: None
6.	Essex Blades – possible collab 6.1 DS & PW met EBs last night. They are seeking a collab with CHAC. Would like to train with the club and be coached. 6.2 PW would like to get them to do it and compete – SAL was suggested. 6.3 Approx 7 – 10 members – all sprinters. 6.4 Suggestion to allow them to train on Thursdays. 6.5 This is covered by existing university membership scheme. Action points: Trial collaboration with EB
7.	Coaches List 7.1 There are 2 lists – EA system and Membership System (Web Collect) 7.2 Club Sec used to update EA. 7.3 PW updates WC. 7.4 Junior coaches don't need to see medical info – PW to set up separate distribution list. Action points: PW to align WC and EA and set up separate distribution list
8.	Club President

Committee members



Colchester Harriers Athletics Club

- 8.1 Margaret is CP and has been for a long time, but not involved with the club and hasn't attended recent AGMs.
- 8.2 It was suggested that it would be better governance to have a club president with more engagement in the activities of the club.
- 8.3 It was also noted that under the club's constitution all committee members should be elected annually at the AGM and this has not happened for this role in recent years.

Action points:

Ensure the club president role is included in the election at the 2026 AGM.

9. AOB

Social Media

Access to the club's social media accounts was discussed.

MD to talk to Justine Sheekey about Instagram.

For the club's Facebook admins it was agreed to remove Justine Sheekey, Rachel Abbott, Allen Smalls. JP & KC to be added.

Systems access –

Free Agent users are PW, PM, PP.

It was agreed to leave this as it is

Web Collect

There are different roles –

Events – Never used it – but CA, DS and RP on there – It was agreed to remove this

Accountant – Rick Thompson – it was agreed to remove this access

Admin – RP & DS. It was agreed to leave this as it is.

Creator – Superuser – PW, PP. It was agreed to leave this as it is.

Finance Update

PM explained it was very quiet on money front, but was expecting costs to come on awards evening.

With the new annual membership there is little income, but the club has had 30 new members join since 1 Oct.

Throwing cage

DS explained that the cages not properly equipped. It was suggested to approach the Army / RMPA on fees.

AW5

Committee members



Colchester Harriers Athletics Club

PW explained that RP is organising. Sodexo are being difficult on track hire. The club needs to talk to RMPA.

RMPA

It was noticed that a number of the above points depend on RMPA and it was noted that they are not particularly responsive. MD offered to talk to a contact at RMPA to try to arrange a meeting to discuss the club's concerns.

Track security

DS explained that there were a couple of strangers on site last night. Need to be vigilant.

Action points:

MD to talk to Justine Sheekey about Instagram

JP update the admins for Facebook

Update WebCollect access

MD to organise a meeting with RMPA

Actions

December 2025 meeting	
PW to send out medical condition info	Done
MD & PM to agree how best to provide financial and bank information to the Independent Reviewer	Open
PW & DS to make case to Army re: storage and take forward	Open
PM to remove leavers from bank mandate	Open
PW to own the action and carry forward to next year when planning for the next AGM commences	Open
PW & DS to ensure the army is reminded to fix the defib	Open
PW to speak to Rick about defib storage	Open
PW & MD to add plan to future agendas	Done
KC to arrange photo board	Open
KC to provide PW with wording for communicating contact details for the welfare officers	Open
JP to refresh awards evening invite for PW to send out	Done
PW & KC to communicate photo policy	Done

Committee members



Colchester Harriers Athletics Club

January 2026 meeting	
Trial collaboration with EB – DS / PW	Open
PW to align WC and EA and set up separate distribution list for members	Open
Ensure the club president role is included in the election at the 2026 AGM	Open
Update access to WebCollect	Open
MD organise a meeting with RMPA	Open

Meeting closed at 20:00

Next Committee Meeting – 4 March 2026

Committee members

5

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