



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 15 April 2026

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

Apologies: Phil Wood (PW)

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from PW
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 04 March 2026 were agreed.
3.	Matters Arising 3.1 Review of accounts This has still not happened. MD explained he'd need to check with the volunteer if he could still do it. PM confirmed he cannot add a read only user to the system. PM to send a copy of the trial balance to MD for him to discuss with reviewer. 3.2 Storage The storage remains an issue. There is a new person involved on the Army side is being less helpful. 3.3 Bank mandate PM explained there is only one person to remove It is with PW to find DOB as this is required to remove them 3.4 Defib The Army have now fixed the track defib DS to get portable defib from RT 3.5 Photo board KC explained this was in progress 3.6 Contact info for welfare officers Done.

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** – Karen Clark and Janine Simpson; **Membership Secretary** – Phil Wood; **Webmaster** – James Plant



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	3.7 RMPA MD explained he had not yet actioned this. 3.8 Awards evening As PW was not present it was agreed to carry this forward to the next meeting 3.9 Future meetings MD still have to agree the booking given what happened to this evening's booking (see below) Action points: MD to talk to reviewer PM to send MD copy of TB PW to find DOB to allow bank mandate update DS get defib from RT
	Minutes from sub-Committees Endurance - PD PD explained that the next Endurance meeting is set for 12 May. Track and Field - DS There were no T&F minutes. DS explained that the next meeting is due soon. Action points: None
4.	Updated policies – disciplinary policy and code of conduct 4.1 PD gave feedback 4.2 MD to update and bring final version to the next meeting Action points: MD to update and circulate before the next meeting
5.	Club website – documents / policies section 5.1 MD explained that this section was a bit jumbled 5.2 JP can change this 5.3 MD to work with JP to make this more structured 5.4 JP to help RT update club records section. Action points: JP & MD to update club website

Committee members



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6.	Club constitution 6.1 As PW was absent it was agreed to leave this item to the next committee meeting Action points: MD to add this to May agenda
7.	List of club chairs for board 7.1 MD explained the plan to update the board in the clubhouse. 7.2 DS helped to fill in the blanks 7.3 Now the list is complete MD to contact signwriters to get the board updated Action points: MD to reach out to signwriters
8.	List of life members for board 8.1 MD explained the need for a complete list of life members, also for the board in the clubhouse. 8.2 It was agreed the list was complete. 8.3 MD to include this when he talks to signwriters. Action points: As above
9.	Plan for the year 9.1 As PW was absent it was agreed to leave this item to the next committee meeting Action points: MD to add this to May agenda
10.	AOB <u>NG room booking</u> MD explained that there had been a mix up with the room booking and NG had told him the room had not been booked for this evening's meeting. PM said he'd recently paid an invoice for NG and would send a copy to MD. <u>Insurance cert</u> DS explained that the insurance certificate has been sent to Sodexo <u>Finance update</u>

Committee members



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PM explained it was the peak time for cash because of renewals– up £17k at last note.

Track etiquette policy

PD has updated the track etiquette and it was discussed. PD to make minor updates on overtaking and recirculate.

AW5

PD explained that he and RP met with the Army and have suggested an approach whereby we book the track on existing licence – so plan is to take this forward. DS to talk to RP.

CHAC website

JP explained that the domain name expires in May – the renewal is approx. £60 for 3 years.

It was agreed for JP to renew and claim the money back from the club.

List of coaches

KC needs a list of coaches for photo board – PD to send list of endurance coaches.

Action points:

PM to send a copy of NG invoice to MD

PD to update track etiquette policy and recirculate

DS to talk to RP re: AW5

JP renew website domain name

PD to send list of endurance coaches to KC

Actions

December 2025 meeting	
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	Done
PW to speak to Rick about defib storage	Open

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KC to arrange photo board	Open
KC to provide PW with wording for communicating contact details for the welfare officers	Done
JP to refresh awards evening invite for PW to send out	Done
PW & KC to communicate photo policy	Done
January 2026 meeting	
Ensure the club president role is included in the election at the 2026 AGM	Open
MD organise a meeting with RMPA	Open
March 2026 meeting	
PW to check with DS if track defib issue has been reported to RMPA	Done
Discussion of value for money of awards evening	Open
MD to review D&A & COC	Open
PD to update Track policy	Open
MD to reach out to RMPA	Open
MD to book future meetings at NG	Open
April 2026 meeting	
MD to talk to reviewer	Open
PM to send MD copy of TB	Open
PW to find DOB to allow bank mandate update	Open
DS to get defib from RT	Open
PM to send copy of booking invoice to MD	Open
MD to update and circulate disciplinary policy and COC before the next meeting	Open
JP & MD to update club website – policies section	Open
MD to add constitution to May agenda	Done
MD to reach out to signwriters for clubhouse boards	Open
MD to add plan for the year to May agenda	Done
PD to update track etiquette policy and recirculate	Open

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DS to talk to RP re: AW5	Open
JP renew website domain name	Open
PD to send list of endurance coaches to KC	Open

Meeting closed at 20:00

Next Committee Meeting – 27 May 2026

Committee members

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