



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 8th July 2026

Present: Phil Wood (PW), James Plant (JP), Karen Clark (KC), Paul Mingay (PM), Janine Simpson (JS), Dave Smith (DS), Paul Dellar (PD)

Apologies: Matt Davey (MD)

Minutes: Janine Simpson (JS)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from PD & MD
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 15 th April 2026 were agreed.
3.	Matters Arising 3.1 Review of accounts Trial Balance has been provided to reviewer – MD to update at next meeting. 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 has Defib back from RT – to be agreed where it will be stored. 3.5 Photo board KC advised completed 3.6 RMPA MD not at meeting – carried forward to next meeting. Need the right people in the room to discuss critical matters / who are the decision makers

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 Awards evening As PD was not present it was agreed to carry this forward to the next meeting. 3.8 Future meetings MD to confirm future bookings in place Action points: MD to update on Trial Balance provided to reviewer PW to find DOB to allow bank mandate update MD to update on RMPA MD to confirm room bookings in place
	Minutes from sub-Committees Endurance - PD PD summarised the mins from the meeting on 12 May – Ekiden success with 9 senior teams competing and winning age categories Juniors u12 only competing won Boys & Girls and Mixed teams Side Gates in use for next 12 weeks Track and Field - DS There were no T&F minutes. Focus on EYAL – Poor results with lots of errors at Basildon Juniors likely to make the final in September. Strong attendance this season SAL – String attendance from u18s. Action points: None
4.	Updated policies – disciplinary policy and code of conduct 4.1 MD to update and bring final version to the next meeting. Action points: MD to update and circulate before the next meeting
5.	Track etiquette 5.1 PD presented the final policy to the committee. 5.2 PD to make minor updates on overtaking and recirculate. 5.3 Updated Policy issued with July Minutes Action points: PD to update policy and recirc

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6.	Renewals update 6.1 PW gave an update on renewals. 6.2 117 resignations up 86. 6.3 Junior members pretty static as places are recycled with waiting list members @350 members Action points: None
7.	Honorary life members 7.1 The HLMs were discussed – both the process for nominating them and the criteria for award. 7.2 Suggestions were made for new HLMs. 7.3 It was agreed to explore a process for new HLMs. 7.4 Suggestions made were time 7/10years, GB Vest, Professional Athlete. 7.5 PW stated different policies at different clubs Action points: PW to come up with a suggested process for HLM
8.	Meeting with RMPA / Army 8.1 As MD was not at the meeting it was agreed to carry this forward to the next meeting – he has been talking to RMPA Action points: Carried forward to August
9.	T&F Coaching JH Coaching licence renewed and said he'd retire after T&F season PW to speak to JH as we approach Autumn/Winter Action points: PW to speak to JH
10.	AW5 update Essex Champs Race 228 entries to date/Entries on the day T shirts not much interest

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	30 marshals – Need 35+ Post Race brief – August Meeting Action points: AW5 post race Brief
11.	Plan for the year 9.1 It was agreed to leave this item to the next committee meeting Action points: MD to add this to August agenda
12.	AOB <u>Group 2</u> There is a partially Sighted Athlete currently trailing with Group 2 – no issues have been reported. <u>Essex Blades</u> Have been turning out for SAL. <u>AGM</u> Committee members to think forward to the AGM and how to maximise participation Action points: Preparation and Thought for AGM

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	Done
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
May 2026 meeting	
No meeting	
July 2026 meeting	
MD to update on Trial Balance provided to reviewer	Open
PW to find DOB to allow bank mandate update	Open
MD to update on RMPA	Open
MD to confirm room bookings in place	Open
MD to update COC and circulate before the next meeting	Open
PD to update track etiquette and recirc	Open
PW to come up with a suggested process for HLM	Open
PW to speak to JH re T&F coaching	Open
AW5 post race Brief to be presented	Open
Vision to be added to August Agenda	Open
Preparation and Thought for AGM - All	Open

Meeting closed at 20:00

Next Committee Meeting – 19th August 2026

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