



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 19 August 2026

Present: Phil Wood (PW); Matt Davey (MD); James Plant (JP); Dave Smith (DS)

Apologies: Paul Dellar (PD); Karen Clark (KC); Paul Mingay (PM); Janine Simpson (JS)

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 1.1 Apologies received before the meeting from PD, KC, PM and JS
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 08 July2026 were agreed.
3.	Minutes from Sub-Committess Endurance The use of the side gate as evenings gets darker was discussed. It was agreed that it needs to be discussed with RMPA. Track and Field There were no T&F minutes. Action points: Link the use of side gate to existing discussions with RMPA
4.	Matters Arising <u>Review of accounts</u> Trial Balance has been provided to reviewer – MD to update <u>Bank mandate</u> PW has given his DOB to PM to allow the mandate to be completed. <u>RMPA meeting</u> MD explained he had sent text requesting meeting – see below point 8. <u>Room booking</u> MD confirmed that the meeting room is booked until 10 March 2027

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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COC / disciplinary policy

See below point 4

Website

MD explained that this was complete.

Constitution

PW confirmed this had been updated

Sign writers / club boards

MD to organise for SW to come and Dave will be there. 16:45 earliest.

Vision

See below

AGM prep

Treasurer – PW explained there was interest in this role and he was hopeful at least one person would volunteer.

Secretary – PW explained that to date there was no interest in this role. It was agreed that MD was a hard act to follow.

PD announced he will be standing down from Endurance Comm

Action points:

MD to update on Trial Balance provided to reviewer

MD to contact sign writer

4. Updated policies – disciplinary policy and code of conduct

MD to update and bring final version to the next meeting – Carried Forward

Action points:

MD to update and circulate before the next meeting

5. Track Etiquette

PW explained that the new policy was already on the website.

Action points:

None

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6.	<u>Renewals update</u> PW explained there was nothing to add. Action points: None
7.	<u>Honorary Life Members</u> PW explained there was nothing to add. Action points: None
8.	<u>Meeting with Army / Landlord</u> MD explained that he was still trying to discuss the idea of a meeting with RMPA. Action points: MD to chase RMPA
9.	<u>Track and field coaching</u> DS explained there was no update. Action points: None
10.	<u>AW5 update</u> The update on the AW5 can be found in the endurance committee minutes Action points: None
11.	<u>Side gate / lighting</u> It was agreed to push this with RMPA Action points: Add this issue to list for RMPA
12.	<u>Banned members</u> PW explained that there is no formal list of banned members.

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	<p>It was explained that Craig Mitchell was formally banned by the committee a few years ago. It was then agreed that Tom Cresswell should be added to the list. It was agreed to keep a formal list of banned members.</p> <p>Action points: MD to create a formal list of banned members</p>
13.	<p><u>Facebook membership</u></p> <p>The clubs' Facebook group was discussed. It was agreed that all members should either be members or parents of junior members. Ex-members need to be removed. The group is currently administered by volunteers.</p> <p>It was agreed to ask Linda Garnham to talk to admins and arrange for the committee to get access. PW will then review membership of the group and remove those who are not club members.</p> <p>Action points: PW talk to Linda Garnham PW to review group membership</p>
14.	<p><u>Volunteer policy</u></p> <p>JP presented his idea. He explained he had talked to a GB member and they have a membership / volunteer scheme to encourage volunteering. The idea is to incentivise people to help.</p> <p>Key points – How do we reward members who help out? How do we track it?</p> <p>It was suggested that the London marathon ballot is quite a nice perk. Could volunteers get preference in the ballot? Or perhaps you have to volunteer to be able to enter the ballot.</p> <p>For non-mara people we would need some sort of other benefit.</p> <p>T&F give certain perks – eg jackets to coaches and officials.</p> <p>Lead coaches get free membership – could this be widened?</p> <p>DS mentioned that volunteers are recognised at the awards night.</p> <p>It was agreed that people would have a think about options and it would be discussed again at future meetings.</p> <p>Action points: MD to add this to September agenda</p>

Committee members



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15.	<p>Plan for the year / vision PW explained that this would be discussed at next meeting</p> <p>Action points: MD to add this to September agenda</p>
16.	<p>AOB</p> <p><u>Mini marathon</u> Someone has volunteered to be the team manager for the mini marathon team.</p> <p><u>Finance update (PM)</u> Finances on track for breakeven by YE.</p> <p><u>Awards night</u> Award night came in less than the PY. PM to check we have all the costs.</p> <p><u>Bank mandate</u> It was agreed that Lance Williams and Mrs X be removed from the club's bank mandate</p> <p><u>T&F Update</u> DS updated the committee - The Club reached the final of EYAL and Col / Braintree promoted to L2 Bronson Hearn-Smith recently won U18s 200m gold at the European Championships Lyla Belshaw came 8th in U20 1500m World Championships</p> <p><u>Audit Sport Fund</u> A member suggested applying for a grant – it was agreed to not go for this.</p> <p><u>DBS update</u> EA changing the process – they will roll out info soon.</p> <p><u>Welcome Pack</u> It has been suggested that the club produce a Welcome Pack for new members. The committee agreed that it would be a great idea. It has been discussed before, but the issue has always been resource / keeping it up to date – we need to find someone to do it.</p> <p><u>Travel policy</u> The policy used for SAL this season worked really well. It was agreed to formalise this as a policy and use it going forward. DS agreed to ask T&F to do this.</p>

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Braintree AC / SAL

Braintree have suggested a pre-season event in spring 2027 for SAL competitors. It was agreed that this was a good idea.

Action points:

PM to check we have all the costs from the Awards Night

PM to remove old committee members from the bank mandate

DS to progress the travel policy with T&F

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 to speak to Rick about defib storage	Closed
KC to arrange photo board	Closed
January 2026 meeting	
Ensure the club president role is included in the election at the 2026 AGM	Open
March 2026 meeting	
Discussion of value for money of awards evening	Open
MD to review D&A & COC	Open
PD to update Track policy	Closed
MD to reach out to RMPA	Open
MD to book future meetings at NG	Closed
April 2026 meeting	
MD to talk to reviewer	Open

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PM to send MD copy of TB	Closed
PW to find DOB to allow bank mandate update	Closed
PM to send copy of booking invoice to MD	Closed
MD to update and circulate disciplinary policy and COC before the next meeting	Open
JP & MD to update club website – policies section	Closed
MD to reach out to signwriters for clubhouse boards	Open
PD to update track etiquette policy and recirculate	Closed
DS to talk to RP re: AW5	Closed
JP renew website domain name	Open
PD to send list of endurance coaches to KC	Closed

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	Closed
MD to update on RMPA	Closed
MD to confirm room bookings in place	Closed
MD to update COC and circulate before the next meeting	Open
PD to update track etiquette and recirc	Closed
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	Closed
Vision to be added to August Agenda	Closed
Preparation and Thought for AGM - All	Closed

August 2026 meeting

Committee members

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Link the use of side gate to existing discussions with RMPA	Open
MD to update on Trial Balance provided to reviewer	Open
MD to contact sign writer	Open
MD to update COC and circulate before the next meeting	Open
MD to chase RMPA	Open
MD to create a formal list of banned members	Open
PW talk to Linda Garnham on Facebook admins	Open
PW to review Facebook group membership	Open
MD to add volunteer scheme to September agenda	Open
MD to add Plan / Vision to September agenda	Open
PM to check we have all the costs from the Awards Night	Open
PM to remove old committee members from the bank mandate	Open
DS to progress the travel policy with T&F	Open

Meeting closed at 20:00

Next Committee Meeting – 30 September 2026

Committee members

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