

**Colchester and Tendring Athletics Club**  
**MINUTES OF THE EXTRAORDINARY COMMITTEE MEETING**  
**HELD ON 28 NOVEMBER 2025**

*Present:* Warren Page, Alan Palmer, Dan Partridge, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

*Apologies:* Michelle Green, Keeley-Jo, Jo Partridge

**1. Welfare and safeguarding**

A special meeting had been convened to discuss two matters.

- i) Following a disciplinary meeting on 6 November 2025, two breaches of the Club codes of conduct by a volunteer had been upheld, and the outcome confirmed in writing to the individual concerned. A range of actions had been identified by the panel to deal with the issue, including training and ongoing monitoring. Members discussed plans for reintegration into the Club in the New Year, following successful completion of the panel's requirements.
- ii) Members discussed a potential new coach who was interested in joining the Club and agreed that they would not be a good fit for the Club. The request would therefore be declined.

**2. Summer event planning – Martyn's Law**

Sodexo had notified the Club that new license agreements were under discussion for the period from 1 April 2026 onwards. This was in response to Martyn's Law, which required those responsible for premises and events to consider how they would respond to a terrorist attack, in order to improve public safety and organisational preparedness across the UK. Sodexo would be unable to take any summer event bookings until after this was discussed at their management committee in January 2026.

The legislation established the following two tiers of responsibilities:

- Standard Tier (200-799 people capacity): Venues must implement basic, low-cost measures, including engaging with free counter-terrorism advice and training, and having documented public protection procedures (such as evacuation and lockdown plans).
- Enhanced Tier (800+ people capacity): In addition to the standard requirements, these venues must conduct a full risk assessment, develop a thorough security plan, and consider further measures like CCTV or employing security staff.

While training nights probably would not be affected, competitions may fall under enhanced duty. It was noted that other clubs / venues would probably be in the same situation, and TS agreed to raise the issue at the forthcoming EAL AGM.

### **3. Bank account**

Following the recent change of Membership Secretary, the Committee agreed to the amendment of access to the Club bank accounts held at Metrobank as follows:

- Taliesin Stevenson (outgoing Membership Secretary) - to lose all banking privileges.
- New Membership Secretary Michelle Green - to be given full access to the accounts including online banking, telephone banking, setting up payments, appointing other account operators and the ability to authorise, amend or cancel payments. She is to become an Authorised signatory and hold a debit card.
- Treasurer Daniel Partridge - to retain full access to the accounts including online banking, telephone banking, setting up payments, appointing other account operators and the ability to authorise, amend or cancel payments. He is to remain an Authorised signatory and continue to hold a debit card.
- Club Secretary Simon Styles - as signatory as before, with the ability to view the account via online banking.
- Any payment instruction can be signed alone by either Daniel Partridge or Michelle Green.

### **4. Any other business**

- The Club had been given permission to have a wooden board and small trophy cabinet in the clubhouse. The cost implications needed to be considered.
- The Club had until 7pm on 16 December to nominate someone for the Club's London Marathon place. The eligibility criteria were available on the Club website, and SS requested that the nominee be identified by 10 December.
- Members discussed a request to generate flyers / cards to promote the Club to potential senior athletes.
- Members discussed the importance of ensuring that all club kit including the CATs logo was purchased through official channels.

### **5. Date of next meeting**

Thursday 18 December 2025 from 19:30 (with members to bring food to celebrate Christmas).

**Summary of actions (carried over from last meeting)**

- KS to explain DBS process to KJ
- WP to notify coaches of emergency evacuation procedures
- GH to speak to Jason about investigating options for use of sponsorship funds for branded clothing
- TS to share contact details so that KT could remind coaches about providing bio information for the website
- JP to check the main first aid kit; WP to check with coaches regarding their first aid supplies
- TS to ask for rationale for changes to middle distance groups via the MD group chat
- WP to invite Andrew Gooby to join the committee
- TS to raise the Martyn's Law issue at the forthcoming EAL AGM