Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 15 OCTOBER 2026

Present: Rosanna Holden, Justin Hubbard, Alan Palmer, Andy Stringer, Simon Styles, Kay Thompson

Apologies: Alison Bennett, Michelle Green, Kate Sandercock, Dave Waterman

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 17 September 2026 were approved as an accurate record.

Progress with the following matters arising was noted:

- Regarding process for notifying coaches of athlete's medical needs, RH would be setting up a separate WhatsApp group where MG could notify coaches of any specific needs. This would be rolled out soon for testing with coaches. *Ongoing*
- SS was still waiting for further news from Sodexo regarding the request for an emergency wheelchair. *Ongoing*
- RH to post the Fundamentals schedule on the outside notice board when access restored. *Ongoing pending access*
- JH was awaiting a response from Sodexo regarding potential movement of the ropes on the centre field to provide more space for training. *Ongoing*
- JH had circulated the new Inclusion Policy and this had been added to the website. *Complete*
- JH had yet to supply JT with a list of questions about the club kit proposal in advance of his attendance at the next meeting. The status in terms of payments from Striptees would be checked with DP. *Ongoing*
- JH had checked the DBS status of two coaches currently affiliated to another club with England Athletics and there were no issues. *Complete*
- MG had contacted the parent concerned requesting that they do not leave their child unattended at the track. *Complete*
- MG had shared training attendance and competition engagement information with coaches for their views on membership renewal. *Complete*
- KT had circulated previous award categories for members to review. *Complete*

2. Safeguarding

JH had completed his DBS renewal; RH's DBS certificate was being processed. There were no other matters to report.

3. Cross country update

AP provided an update on arrangements for the NESS on 15 November, which would be taking place at Hilly Fields as Sodexo had not been supportive of using Abbey Fields. The Club would be assisting Great Bentley in terms of the provision of toilet facilities. The Sussex Road entrance was being used for the start/finish, with the usual route adapted accordingly.

Members discussed the Essex Cross Country League event at Hilly Fields on 16 January, which was being co-hosted with Colchester Harriers.

4. League updates

It was confirmed that the Club would not form a composite team with Ipswich Harriers for the EYAL league next season.

Members discussed the need for someone to lead in terms of Sportshall coordination. AB and DW would be asked to promote participation via Fundamentals groups, and to explore whether there were any interested parents who might be willing to coordinate members' engagement with the events. KT would add the dates to the website (21 November and 12 December, both 12:00 to 15:00, with entries opening on 2 November for the first event).

Action: *AB and DW to promote Sportshall events via Fundamentals groups and explore potential parent volunteers to coordinate*

Action: *KT to add Sportshall dates to website*

5. Club social and awards night

RH provided an update on planning for the event on Friday 27 November. A limited number of tickets had been sold to date, with further promotional activity to take place to boost numbers. The event would be taking place at the C3 Church near Abbey Fields, with food provided. There would be a raffle with prizes. Club kit could also be sold on the night.

In terms of awards, each coach would be asked to nominate athletes for awards, with AS to contact coaches to discuss this. A deadline of 1 November was agreed for finalising nominations.

Action: *AS to contact coaches regarding nominees for awards*

Previous recipients of cups, shields and plates would be contacted to ask them to return them ready to be engraved for the next recipients.

Action: *KT to contact previous recipients to request return of awards*

6. Fundamentals booking system

Members discussed the potential for use of a WhatsApp poll for members to notify coaches whether they would be attending training, which could be trialled with Fundamentals. This would be discussed with MG and AB.

7. News reports

KT noted that she no longer had capacity to regularly produce Club news reports, especially as she was no longer attending many events which made it harder to write reports. Potential candidates to take on this role were discussed, with KT to follow up.

Action: *KT to seek volunteers to take on responsibility for Club news reports*

8. Coaching update

Members noted that Ryan McNeill could no longer coach Fundamentals due to work commitments and so the Fundamentals coaching team needed urgent expansion.

New and existing volunteers to be prioritised for funded training were identified, including AS and RH who were interested in becoming sessional coaches to support Fundamentals training. DW would also be working towards a Level 2 qualification, and four potential individuals were identified for Level 1 training. All volunteers would need to review the Club's new Course Funding and Repayment Policy and sign the associated agreement prior to completing the training.

In addition, JH would contact the University of Essex to explore options in terms of temporary coaching support.

Action: *JH to contact the University of Essex regarding potential coaching support*

Action: *KT to publish Course Funding and Repayment Policy and associated agreement template on the website*

9. Sodexo update

SS reported that a meeting was planned with the new Sodexo lead contact to discuss a range of topics, including the potential for additional hours and event hosting. Ipswich Harriers would be happy to co-host an EAL event in Colchester next season, ideally earlier in the season.

10. AGM planning

Members discussed potential dates for the AGM in mid/late November, with SS to check with Sodexo regarding clubhouse availability. It was agreed that tea and coffee would be provided.

Another committee meeting would be held in November to keep on top of any urgent business.

11. Any other business

Members discussed a perceived reduction in Under 14 numbers and how this could be addressed.

KT noted that she was in the process of updating the Club records following the end of the summer season. The change in age group categories meant that there would be new records across all junior age groups.

12. Date of next meeting

Thursday 19 November 2026, 19:30, Odd Man Out

Summary of actions

- RH to set up a separate WhatsApp group where MG could notify coaches of any individual medical needs, for testing with coaches
- SS to continue to liaise with Sodexo regarding the request for an emergency wheelchair.
- RH to post the Fundamentals schedule on the outside notice board when access restored.
- JH to continue to liaise with Sodexo regarding potential movement of the ropes on the centre field to provide more space for training.
- JH to supply JT with a list of questions about the club kit proposal in advance of his attendance at the next meeting, and to seek an update from DP on the current status in terms of payments from Striptees.
- AB and DW to promote Sportshall events via Fundamentals groups and explore potential parent volunteers to coordinate
- KT to add Sportshall dates to website
- AS to contact coaches regarding nominees for awards
- KT to contact previous recipients to request return of awards
- KT to seek volunteers to take on responsibility for Club news reports
- JH to contact the University of Essex regarding potential coaching support
- KT to publish Course Funding and Repayment Policy and associated agreement template on the website