

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 16 OCTOBER 2025

Present: Michelle Green, Grainne Hallahan, Warren Page, Jo Partridge, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Keeley-Jo, Alan Palmer, Dan Partridge

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 18 September 2025 were approved as an accurate record.

Progress with matters arising not already on the agenda was noted as follows:

- KS to explain DBS process to KJ
- WP to notify coaches of emergency evacuation procedures

Other items would be carried over to the next meeting:

- GH to speak to Jason about investigating options for use of sponsorship funds for branded clothing
- KT to remind coaches about providing bio information for the website, with TS to share contact details to facilitate this

2. Welfare and safeguarding

Documentation associated with the case previously discussed had been shared with SS. KS and SS would discuss the points raised with a view to identifying areas for improvement in the handling of any future cases.

Members discussed a breach in the Club's codes of conduct, which would be dealt with in accordance with the Club's Grievance and Disciplinary Policy.

3. Awards night

Members agreed that the recent awards night had been a success, and JP was thanked for all her hard work in organising it. One coach had expressed concern about the criteria for awards, noting their belief that awards should be based on skill and ability, but members felt that it was important to recognise a broader range of factors including commitment to competition and improvement throughout the season.

The next awards night would be in a year's time, ideally at a bigger venue.

4. Financial update: membership fees

DP had reviewed the cost of membership and shared a proposal for an increase in membership fees from April 2026 onwards. Members noted that the Club had increased its offering significantly, for example removing weekly gate fees, providing free coach travel to competitions, offering Saturday indoor training, removing cross country entry fees and enhancing social events. This was in parallel to rising costs, such as increased track hire fees and England Athletics registration fees. As noted at the previous meeting, the Club's current membership fee was significantly lower than most other clubs in the region.

The importance of having sufficient money in the savings account as a contingency fund in the event of emergencies (e.g. the track becoming unavailable) was emphasised, and thus it was important to adequately cover costs.

Members were unanimous in supporting the proposal to reduce the number of membership categories and charge a £140 annual membership fee, with a 10% discount for additional family members. This was agreed to still be excellent value for money compared to the cost of other youth sports clubs. Exceptional circumstances where the membership fee presented a barrier to participation would be dealt with on a case-by-case basis.

5. Keys and signing in

Members discussed ongoing issues with training night sign-in, noting that the tablet's internet connection could sometimes be erratic which necessitated resorting to paper records. It was agreed to print three paper copies of the register as a back-up (one to be stored in an envelope in the first aid box and the other two to be provided to the main sign-in volunteers). If used, the volunteers could then upload the information to the tablet before the end of the session. TS noted that a longer term solution might be to move to the Coacha app, which could run offline.

6. Poll update

Expenditure / voting decisions: September to October 2025

- 1 October: auto-renewal of the SIM subscription for the tablet (£9/month) – supported by 6 committee members (0 against)
- 1 October: cost of Andy Stringer undertaking the coaching assistant course – supported by 6 committee members (0 against)
- 8 October: cost of Andrew Gooby undertaking the Level 2 coach course – supported by 6 committee members (0 against)

7. Any other business

It was agreed that first aid kits should be checked to ensure they were up-to-date.

*Action: JP to check the main first aid kit;
WP to check with coaches regarding their first aid supplies*

Members discussed recent changes to the middle distance groups, noting that improved communication regarding the changes and the underpinning rationale was needed.

Action: TS to ask for rationale for changes via the MD group chat

It was agreed that it would be useful to have an additional coach on the committee, ideally from the middle distance groups.

Action: WP to invite Andrew Gooby to join the committee

WP reported that two people who were not members of the Club had on two occasions attempted to run on the track while he was locking up. They had been advised to leave as they were not members and the track was a military site, and the incident had been reported to Sodexo staff.

SS reported that Sodexo would be happy for the Club to use the board in the clubhouse to record the Club's history, and to also explore the installation of a trophy cabinet.

8. Date of next meeting

There would be no meeting in November due to the AGM. The next meeting would be Thursday 18 December 2025 from 19:30 (with members to bring food to celebrate Christmas).

Summary of actions

- 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