

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 21 AUGUST 2025

Present: Grainne Hallahan, Warren Page, Alan Palmer, Kate Sandercock, Simon Styles, Kay Thompson

Apologies: Dan Partridge, Jo Partridge, Taliesin Stevenson

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 17 July 2025 were approved as an accurate record.

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

- WP had investigated use of the sponsorship funding to purchase a new branded cover for the gazebo, but had been unable to find any suitable options online. Members discussed branded clothing as an alternative (e.g. training tops or reflective beanie hats). It was agreed to allocate this to the new club kit lead (Jason) to investigate potential options. It was noted that a handover from JP was planned. *Ongoing*
- KT needed to obtain coaches' contact details in order to request outstanding bio information for the website. *Ongoing*
- WP would pick up communication about the emergency evacuation procedures outlined in the risk assessment, with SS to re-share the information on this. *Ongoing*
- SS had contacted Ipswich Harriers for advice on how they managed emergency contact. They placed emphasis on the responsibility of parents / carers for their children, and the need for their athletes to be picked up from the site at the end of each training session. Members were supportive of a similar approach, with this message to be reinforced to parents / carers via email. *Action: GH to email parents/carers*
- With regard to KJ completion of adult welfare training and DBS process, it was noted that everything was green on the England Athletics site so presumably this was up-to-date, but this would be checked. *Ongoing*
- Discussions between TS and WP regarding plans for bringing in new members were ongoing. *Ongoing*

2. Welfare and safeguarding

KS noted that there were no new matters to raise.

Regarding the training practices issue that had previously been discussed, the training had yet to be booked and this would be followed up.

3. DBS checks

SS reported that everything was up-to-date with England Athletics. It was noted that Alison needed checking as she was experiencing some issues getting her new coaching qualification through.

4. Financial update

DP had provided an update in advance of the meeting. The Club was in a healthy financial position, with October membership fees due soon. SS noted that there was a minor issue with Sodexo quarterly payments which was under discussion, and the hire of the track for the competition on 25 May had still not been charged.

AP noted that the weekly track booking summary showed the Club having a session on the forthcoming August bank holiday, despite Sodexo being notified that the Club did not train on bank holidays.

Action: SS to remind Sodexo that the Club does not train on bank holidays

5. Hurdle training

Following the discussions at the last meeting, this had not been promoted so was unlikely to go ahead.

6. League participation

It was noted that the Club had not made the EYAL plate final, but the EMAC women's team had got to the final at Thurrock on 6 September. While outside the Club's remit, members discussed an incident at the EMAC event hosted at the Colchester track which had resulted in what was felt to be an unreasonable complaint to Sodexo about a member of Sodexo staff.

7. Awards night

An update would be provided by JP at the next meeting. SS noted that he would be working with TS on the award calculations.

8. Volunteers event

GH provided an update on plans for the volunteer social event on 13 September, with 20-30 people having responded to the invitation so far. A budget of £1,000 was agreed for the event, to include catering and gifts for volunteers.

9. Membership update

The committee acknowledged that while it was helpful to have a number of volunteers supporting the membership function, it did require effective coordination. There was agreement that move-ups needed to start earlier in the year to avoid the holiday

period. With regard to planning for the induction on Monday 1 September, WP was happy to help with this.

In terms of inviting in new members, 24 people had replied and a chaser had been sent (but no deadline set for response). The overall number of members had shown a moderate decline and there was scope to build this up again.

10. Indoor training

Members agreed to booking St Benedict's on Saturdays from 9:15 – 11:15 (noting there was scope to book the field at an extra cost) and on Wednesdays from 18:30 – 20:30 (for a double high jump session with Dave and throws with Emeka in the final hour). Rowena would be observing Emeka with a view to training as a future coach. The bookings would be made for a term and then be subject to review.

11. Poll update

Expenditure / voting decisions: July to August 2025

- 22 July: purchase of a £9/month SIM to test with the tablet for one month – supported by 7 committee members (0 against)
- 21 August: offering athletes the opportunity to try pole vault training at Braintree for £5 each – supported by 6 committee members (0 against)

12. Any other business

Members discussed the need to put hurdles back neatly and ensure the pits were in a good state at the end of training sessions, noting that this was a coach responsibility. Sodexo were being particularly vigilant about this.

13. Date of next meeting

Thursday 18 September 2025, 19:30, Odd One Out

Summary of actions

- 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
- SS to re-share information about emergency evacuation procedures, with WP to notify coaches
- GH, via her regular email updates, to emphasise the responsibilities of parents / carers for their children, and the need to pick them up from the track at the end of each training session

- KJ to confirm whether she has completed adult welfare training and DBS process
- TS and WP to continue to discuss plans for bringing in new members
- SS to remind Sodexo that the Club does not train on bank holidays