

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 19 FEBRUARY 2026

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

In attendance: Darren Green

Apologies: Keeley-Jo

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 15 January 2026 were approved as an accurate record.

Progress with the following matters arising was ongoing:

- WP to provide KT with a list of current coaches for updating the website
- TS to email Club members and parents/carers requesting expressions of interest in committee membership
- KT to generate a flyer to promote summer track and field events

2. Welfare and safeguarding

Members noted the need to update the welfare contact on the England Athletics website.

A response was awaited from England Athletics on the concerns expressed by the committee about the conduct of their recent investigation. It had not been clear whether the published UKA procedure had been followed. In particular, it was noted that the respondent had not been informed in writing that they were the subject of an investigation; had not been offered the opportunity to respond; and had not been provided with written notification of the outcome. The outcome was also beyond the scope of the Level One procedure that was said to have been used. It was confirmed that the respondent was no longer involved in coaching.

An update on DBS checks was provided, with WP noting that updated checks for two coaches had been approved that week.

3. Treasurer's update

The Treasurer provided a quarterly report on the Club's financial situation, including the latest balances in the club bank accounts. There was an overspend of £3500 in the current quarter (similar to the same quarter last year), which included the catch-up in July to September track fees after the query in relation to these had been resolved. Track fees had now been paid until the end of December. Membership renewals in April would improve the balance.

Regular outgoings included the annual LoveAdmin fee, the monthly tablet fee and the new monthly bank account fee. Members noted that cancelling Saturday sessions at St Benedicts had improved the financial situation. Kit sales were lower than the previous year, noting that there had been no new intakes since September.

SS reported that track fees would be increasing, with news on this expected in early March. The Treasurer noted that if the increase was within 5%, this should be covered by the new membership fee structure.

4. Strength and conditioning sessions

Members discussed a proposal from SK to offer a series of strength and conditioning sessions with a local coach. The aim was to ensure athletes were well-informed about appropriate gym practice to support their training. The cost was anticipated to be approximately £85 per hour for a 1.5 hour session over 4-6 weeks, plus venue hire costs.

Members were supportive of the proposal to subsidise the cost for interested athletes, subject to confirmation of whether this would be open to a range of training groups, maximum capacity per session, and potential venues. WP would seek further information on this to enable a final decision on whether to proceed.

Agreed action: WP to seek further detail on the proposed strength and conditioning sessions

5. Coach and membership secretary liaison

Members discussed mechanisms to improve communication between coaches and the membership secretary, to allow for more timely notification of any changes to groups. This was important so that MG was aware of where there was capacity for new members. All changes needed to go through MG with a week's notice, and this had been particularly challenging in relation to middle distance groups. It was agreed that the procedure previously produced by JH would be recirculated, and that WP would speak to middle distance coaches regarding a single point of contact for MG.

Agreed action: procedure to be recirculated and WP to identify middle distance coach contact

6. Summer track and field leagues

Members noted that Rob Milburn has stepped down from the role of SAL coordinator, and that a new coordinator would need to be identified to liaise with Ipswich Harriers. Rod Kendall was identified as a potential candidate.

Agreed action: Rod Kendall to be approached regarding potential SAL coordinator role

SS reported that it was looking unlikely that Sodexo would allow the club to host any events at the track this year due to not wanting to exceed their quota. Schools were being prioritised, and the club would not be informed whether there was any capacity remaining until it was too late to make a decision on hosting an event. Members considered whether there was potential to co-host at an alternative venue with another club.

It was confirmed that the EYAL dates were available, with the league now covering the U14 to U18 age group. Dates were as follows:

- 26 April - Cambridge
- 7 June - Thurrock
- 5 July - Sandy, Bedford (transport to be provided)
- 16 August - Norwich (transport to be confirmed depending on EAL venues)

SS had EAL dates but not yet venues:

- 19 April
- 31 May
- 12 July
- 20 September

Nik Booth and Andy Stringer were happy to help with league management again, and KS was also able to support.

Members agreed to continue with the minimum competition requirement to ensure good levels of attendance.

7. Reminders from Sodexo

There had been a reminder from Sodexo that keys could only be picked up 15 minutes before the track booking time. Someone had recently tried to collect the keys earlier and had been refused. This would be notified to those on the key rota.

The Club had also been reminded that photography capturing security-sensitive features at the track was not permitted (e.g. facilities, gates, CCTV). Photography of people or training sessions that did not capture such features was however permissible. This would be notified to coaches.

8. First aid equipment

It was agreed that DP would purchase new ice packs and plasters to replenish the first aid kits.

Agreed action: DP to purchase ice packs and plasters

9. Any other business

It was reported that AP had taken the decision to stand down from the role of President. His many years of dedicated service to the Club were acknowledged.

To facilitate the training of new and existing coaches, DP agreed to investigate how to purchase training vouchers on the athletics hub. Angel Wright was identified as someone who could make good use of a training voucher.

Agreed action: DP to purchase a training voucher for Angel Wright

10. Date of next meeting

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

Summary of actions

- WP to provide KT with a list of current coaches for updating the website
- TS to email Club members and parents/carers requesting expressions of interest in committee membership
- KT to generate a flyer to promote summer track and field events
- WP to seek further detail on the proposed strength and conditioning sessions
- Training group procedure to be recirculated and WP to identify middle distance coach contact
- Rod Kendall to be approached regarding potential SAL coordinator role
- DP to purchase ice packs and plasters for first aid kits
- DP to purchase a training voucher for Angel Wright