

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 17 APRIL 2025

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

Apologies: Michelle Green, Dan Partridge, Jo Partridge, Keeley-Jo Swordslee

1. Introduction

Members noted that the Coach Liaison had stepped down from his role, and he was thanked for his contributions to the work of the committee. It was decided to leave this role vacant for the time being.

2. Minutes of the last meeting and matters arising

The minutes of the meeting held on 20 March 2025 were approved as an accurate record.

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

- It had been agreed that FUNdamentals coaches would be provided with a trolley bag and set of equipment to use for training, and this was being organised.
Complete
- Discussions had taken place with the coach about use of headphones at the track.
Complete
- GH had pulled together a short summary of each coaching group for induction purposes, and this would be shared at the forthcoming parents' presentation.
Complete
- GH had not had any interest in club banner sponsorship, but AP would explore a potential option. *Ongoing*
- Keeley-Jo Swordslee had agreed to take on the second Welfare Officer role.
Complete
- KT noted that due to the structure of the website, in order to add coach bio information to the website, a summary was needed for all coaches. GH agreed to request this information for all Level 2 coaches. *Ongoing*
- GH had liaised with AP regarding his role and opportunities for future engagement.
Complete
- SS had booked a time to clear the green hut (Saturday 19 April). *Complete*
- WP agreed to notify coaches of the emergency evacuation procedures outlined in the risk assessment. *Ongoing*
- Pole vault training had been postponed due to the unfortunate ill health of Tony Fuller. *Deferred to a later date*

- The first relay training session had been held, and liaison was taking place regarding future dates. *Complete*
- England Athletics had approved the road racing vest design and arrangements were being made to make this available for purchase. *Complete*
- SS had continued to explore coach hire options but it had been decided to retain existing bookings. *Complete*

3. Welfare and safeguarding

One issue regarding parent pick-up at the end of a training session had been resolved. Members agreed to reinstate the emergency phone during training times and for an hour either side, noting that this should be kept with the iPad. A reminder also needed to be given to parents about collecting their children from the track (although it was acknowledged that this was sometimes challenging with the car park being so busy).

Action: emergency phone to be reinstated; GH to remind parents about collecting children from the track in a future newsletter

KS noted that she needed to complete the Time to Listen course again, but there were no online sessions being delivered soon (she would sign up at the next available opportunity). KJS needed to complete the safeguarding course. It was noted that one Welfare Officer needed to be trained in adult safeguarding and one in child safeguarding as a minimum.

4. DBS checks

There had been no change since the last meeting. It was noted that Kate Heap's DBS had come through.

5. Storage facilities

Members confirmed arrangements for clearing the green hut. Access had been agreed with Sodexo for between 11am and 3pm, with helpers agreeing to meet at 10:50. Dave Waterman would be transporting items either to the new storage facility or to the tip in his van.

Not being able to store the iPad and first aid kit on site was particularly challenging, given that various volunteers helped with signing in, and options for managing this were discussed. It was agreed that in the first instance, GH would bring these items to and from training. The first aid kit needed to be checked to ensure everything was in date.

Action: first aid kit to be checked for expiry dates

Storage and transportation of large and/or bulky items to training was also challenging (such as javelins and medicine balls). Peter Godron had agreed to take the javelins.

6. Introduction to Athletics (ITA) groups

It had been decided to focus on getting ITA groups in from September 2025 to fill any gaps created by current Year 6 and 7s progressing. The FUNdamentals parents meeting was taking place on 28 April to discuss athletes' next steps, noting that the Club would be continuing with the England Athletics pathway until Year 9. KS reminded the committee of the need to factor in the forthcoming age group changes.

7. Track and field leagues

KS highlighted lack of a sufficient number of Level 2 officials for the first EAL meeting on 27 April (SS was not available and WP could only make the latter part of the day). It was agreed that Ipswich Harriers would be contacted to see whether they could lend the Club an official for the event.

Action: WP to contact Colleen Fuller regarding official coverage on 27 April

Liaison was taking place with Ipswich Harriers regarding athletes eligible to compete in this season's composite team for the Southern Athletics League.

Regarding the EYAL at the Garrison track on 18 May (which the Club was not co-hosting), there was no lead Club identified at the moment but arrangements had been made for the event. It was noted that the Club was erroneously listed as team 1 host on the EYAL website, and that the league needed to be notified to correct this error.

Action: SS to ensure the Club not recorded as the host for 18 May EYAL meeting

8. Winter season awards

Committee members were reminded to book tickets for the awards ceremony on the evening of 4 May. There would be an ice-cream van coming (with the Club to receive a share of takings), and a photographer had been arranged.

A list of award recipients had been generated in liaison with relevant coaches, which would be passed to KT so that the trophies could be ordered (with associated expenditure agreed).

Action: GH to send list of award recipients to KT for trophy order

GH was working on an order of proceedings, and Chris Webb was exploring options in terms of a special guest.

9. Coaches meeting

Members were reminded that the coaches meeting was due to take place on 19 May at 7:30pm, with the track being exclusively used for the FUNdamentals competition during the earlier first session. SS noted that he was seeking clarification on whether Sodexo charged separately for using the clubhouse for meetings (noting that the Club

had been charged for use of both the clubhouse and the track for the recent assistant officials' course).

10. Key roster

It was agreed that the roster would be updated to only include those who had been actively engaged in helping out.

11. Thank you drink for volunteers

GH noted that she planned to host a thank you get-together for volunteers in September, with the afternoon of Saturday 13 September identified as a potential date.

12. Interim financial update

Members noted the current balances in the business and community savings accounts.

13. Poll update

Expenditure / voting decisions: March – April 2025

- 31 March: transfer of coaching voucher from Josh Beaumont to Jason Townsend – supported by 8 committee members (0 against)
- 10 April: agreement to use Sum Up machine for kit payments (1.69% charge per transaction) – supported by 8 committee members (0 against)
- 11 April: cost of £28.80 for EAL/EYAL flyer printing – supported by 4 committee members (0 against)
- 13 April: expenditure of £200 for trolley bags for FUNdamental coaches' training equipment – supported by 6 committee members (0 against)

14. Any other business

None

15. Date of next meeting

Thursday 15 May 2025, 19:30, Odd One Out

Summary of actions

- AP to explore potential sponsorship option
- GH to request bio information from all Level 2 coaches, and KT to update website with information provided

- WP to notify coaches of emergency evacuation procedures outlined in risk assessment
- Emergency phone to be reinstated
- GH to remind parents about collecting children from the track in a future newsletter
- First aid kit to be checked for expiry dates
- WP to contact Colleen Fuller regarding official coverage on 27 April
- SS to ensure the Club not recorded as the host for 18 May EYAL meeting
- GH to send list of award recipients to KT for trophy order