

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 18 SEPTEMBER 2025

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

Apologies: Keeley-Jo, Grainne Hallahan

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 21 August 2025 were approved as an accurate record.

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

- New club kit lead (Jason) to investigate potential options for use of sponsorship funds for branding clothing. *Carried over to next meeting*
- 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*
- GH had emailed parents/carers to reinforce the need for their athletes to be picked up from the site at the end of each training session. *Completed*
- To check that KJ had completed adult welfare training and DBS process. *Ongoing*
- Bringing in new members had been completed, with 12 having joined to date and a further 11 to join middle distance, sprints and jumps groups later in the month (GH to induct). Further refinement of membership / induction arrangements was to be discussed outside the meeting, with TS noting that an exit survey had been set up to gain feedback on areas for improvement. *Completed*
- SS had reminded Sodexo that the Club did not train on bank holidays and this was still under discussion, noting the Club had only paid for track costs for the sessions actually used.

2. Welfare and safeguarding

The Welfare Officer had been engaged in further discussions regarding the issue previously discussed, noting there were perceived areas for improvement in the way the situation had been handled. The case had been documented and this would be shared with SS.

Medical information would be recirculated to coaches, noting that an athlete with a peanut allergy had recently joined the club.

3. DBS checks

SS noted that all DBS checks were current. Alison Bennett had renewed her coaching qualification and was up-to-date.

4. Financial update

DP provided an overview of the financial situation as at August 2025. Funds in the current account were down by around £4k compared to the previous year due to increased commitments and costs. Upcoming costs were not likely to be fully covered by October membership fees, so it was anticipated that some funds would have to be moved from the savings account. The costs for hire of St Benedict's for indoor training were significant, and members agreed on the need to verify these in advance going forward. Other forthcoming expenses included the awards ceremony, track hire fees, the volunteers thank you event, coach hire for the EAL final and Ekiden relay entry fees. Funds had also been invested in kit stock, with kit sale commission increased to contribute towards costs. DP noted that there was now a £3 per month charge for the Metro bank account.

Maximum capacity at St Benedict's was 20 (15 children and 5 adults), and members discussed ways to maximise use of the space. WP noted that he could take his athletes there, and other suggestions could be sought via the coaches' group chat.

DP had undertaken a membership cost comparison with other clubs, and CATS was cheaper than most other clubs, and well below those offering two training sessions per week. Given the increased costs, the Committee felt that an increase in membership fees from April 2026 would be sensible. TS would provide DP with expected membership renewals information so he could come up with a proposal for the increased fee to present at the next meeting, with a view to this being agreed and notified to members at the forthcoming AGM.

Action: TS to provide DP with expected membership renewals information to inform proposal for increased membership fee

5. EAL final

It was noted that the bus would be arriving at 8:30 for an 8:45 departure. JP had the gazebo, but the event shelter might be needed as the weather was predicted to be unsettled (with JP to ask Kate to bring this from storage).

JP noted that 68 athletes were participating, with a few gaps remaining.

SS would be coordinating the purchase of pizzas for competitors at the end of the day. JP would send details of any food allergies.

6. Awards night

JP provided an update on plans for the awards night. The selfie machine had been booked, and a potential guest presenter had been identified (the cost of which was agreed by the committee). 45 tickets had been booked so far.

TS and SS were working on the competition data, and the award recipients would be sent to KT and JP when finalised at the end of the month. There had been a suggestion about separating track and field awards, but there were cost and time implications and so this would be considered for future years only.

The order of proceedings would be agreed via WhatsApp and shared with JP. GH was producing the certificates.

7. Coaching and volunteer update

It was reported that Chris Webb would be leaving the Club at the end of the month to move to Braintree, largely due to challenges with travel logistics. He was keen to maintain links with the Club, for example in relation to hurdles training (confirmation was needed on whether this would require athletes to sign with Braintree as second claim for insurance purposes), but it would also be beneficial for the Club to identify a replacement hurdles coach.

MG was taking over the Membership Secretary role from TS. WP intended to stay on the committee post-AGM, but it was yet to be determined who would stand for the role of Chair.

8. Items carried over to the next meeting

The following items would be discussed at the next meeting:

- Keys and signing in issues
- Membership fee increase
- Plans for the AGM on 12 November 2025

9. Poll update

Expenditure / voting decisions: August to September 2025

- 29 August: charge of £7.50 for all awards night tickets – supported by 7 committee members (0 against)
- 29 August: renewal of Microsoft Office subscription at an annual cost of £84.99 – supported by 8 committee members (0 against)

10. Any other business

None

11. Date of next meeting

Thursday 16 October 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
- KJ to confirm whether she has completed adult welfare training and DBS process
- TS to provide DP with expected membership renewals information to inform proposal for increased membership fee