



Basingstoke RFC Operational Committee Meeting

19:00 on 9th September 2024

NOTES

Attendees: James Jagged (JJ/Chairman), Steve Appleby (SA/ Hon. Secretary), Helen Savage (HS/Treasurer), Philip Keiff (PK/Chair of Facilities), Brett Wallace (BW/Chair of Commercial), Laura Wallace (LW/Membership), Alistair Mackenzie (AM/Playing), Sarah Whatmore (SW/Safeguarding)

1. Apologies

Amanda Froud (AF/Chair of Community), Sharon Allen (SAI/Membership), Michele Amos (Governance)

2. Update on Actions from the last Meeting

- a. Debentures. – actions still to be done –
ACTION: SA to review the list and identify recently deceased holders – Done
ACTION: SA to discuss approach to estates with David Crabbe – when David returns from holiday –
spoken, David thinking about how we approach the 2 most recent cases (John Lucas & Brian Verstage)
- b. **ACTION: AM to follow up Youth lead with Team managers etc – still an action for AM**
- c. Business Plan - ACTION: JJ to target completion of initial draft by end of June – **ACTION: JJ to circulate an Initial draft this week – still outstanding**
- d. Commercial - Marcus Moroncini – mum is interested in sponsoring – ACTION:BW/JJ to follow up – BW hadn't followed up as he didn't know who Marcus was (confirmed as a squad player) – ACTION: SA to check with JJ on any progress – JJ has a call with her next week – on hold as she is on holiday currently – **awaiting a call back from her**
- e. **from Discussion Points**
 - o Safeguarding – Sarah – report received
 - o Pointed out that no Senior coaches are DBS checked – therefore cannot train the Colts – ACTION: AM to follow up with Martin to progress his DBS – **in progress – still awaiting documents to start the process fully**
 - o **Needs more coaches to help with the Colts – Richard Nielsen could help – ACTION: AM to follow up.**
 - o **Richard Cheetham has offered occasional help.**
 - o ACTION: SW to provide a list to AM of current state of Team Managers – list provided – to be actioned - **DONE**

From Reports & Updates

- f. **Playing – Alistair – Report received**
 - o Spond payments discussed – system is set up to accept and could be used for multiple collection of fees etc. Agreed for now that we would only use it for Pay to Play and see how it goes.
 - o ACTION: AM to draft a process for the use for Pay to Play – produced and circulated – to be finalised - **COMPLETED**
 - o Honours Board – a suggestion has come from Simon Appleby (Chair of Mens playing) that we should have an Honours Board for further categories – specifically Women's Captain and 100 plus 1st XV appearances for both Men and Women. Agreed that it is a good idea and we should progress as soon as possible.



- ACTION: JJ to speak to Wates (builders of kitchens next to his office) whether it was possible for them to produce the Board (of similar look and quality where possible). – **Wates happy to produce a board – will visit the club to look at current board in next few weeks – still o/s**
- MA stepping down from Governance and Data Officer – **will remain as Data Officer for time being whilst we find a replacement and she can carry out a full handover**
- **ACTION: SA will review the job description and identify tasks which could sit elsewhere within the club committee**

Actions arising from Discussion points

g. Junior Games on GMS (James)

- We have been informed by the RFU that our allocation for International tickets is likely to be reduced by 4 due to less games played last year.
- We have until 27 December to add any games which were missed and thereby increase that number. We are assuming this will come from Under 14, 15 and 16 as the rest are covered.
- **ACTION: AM to ask all Team Managers to check and ensure that any missed games are added to GMS – Outstanding – to be discussed at the next Team Manager/Coach meeting next week**
- SA will mention to Stewart/Darren for her age group – **they admitted that they had probably missed some games off**

Actions arising from Reports

h. Finance – Helen – Report received

- HS requested that SW supply the current stock figure for the Accounts. ACTION: SW to supply current shop stock figure - **DONE**

i. Community – Amanda – No report received – verbal update

- Would like to set up an email address for social. Sinead thought there was one available. ACTION: AF to follow up with Sinead – **No spare email available – agreed to pay for a new one**
 3. BW asked whether MED had replied regarding their Centurion membership – not yet – ACTION: AF to chase, with copy to BW - **DONE**

a. Safeguarding – Sarah – Report received

- PK raised an issue with the number of Under 13 matches which have been set up. They are playing most weeks (c25) with 14 games at home. This seems to be overplaying and also could be a major cost to the club for meals/pitches etc.
- **ACTION: PK will speak to Ben Rees (the coach) – they have now reduced the amount of games planned**

3. Discussion Points

- a. None raised

4. Reports & Updates

a. Chair – James – No report received – Verbal update

- i. JJ met with the Harlequins Community team (Nathan is our contact) at the weekend
 1. Offering various things but basically we get out what we put in
 2. **ACTION: JJ to send details to AM**
- ii. JJ met Clive Cashell (Hants) and Vicky Alexander regarding the implementation of a new initiative – 2 clubs us and E & R – Coaching the Coaches
 1. Aim to use the Under 14 Girls – Coach commitment is the key
 2. Vicky will run CPD's and will be open to all
- iii. Met with Martin Crossan – who has now stepped down from coaching the Senior Men but will continue with the Colts – meeting with Kevin Paterson (10th Sep) to discuss the situation. JJ also met with Richard Cheetham who will support the Colts when he can



b. Finance – Helen – Pack distributed

- i. Situation slightly up on last year – comparison of detail is difficult due to the way the figures were collated (or not) last year and now but can provide a comparison of the average.
- ii. Overall figure is OK for comparison
- iii. Year end Accounts have been completed – awaiting a review by HS before being passed to the club for filing
- iv. Overall HS is comfortable with the figures but the detail needs sorting
- v. HS asked whether there was other input to the bottom line apart from the till as what is going into the bank account is more than going through the till – after discussion SW mentioned that membership monies can be paid direct online via GMS and agreed that was probably the reason as the discrepancy had started from August.
- vi. **ACTION: LW to produce a Finance report from the GMS membership and HS will investigate**

c. Secretary – Steve – No report – Nothing to report

d. Playing – Alistair – Report supplied

- i. Discussion regarding Lead Coach for the Men – advert to be put out – **ACTION: AM to ask AF to action**
- ii. SA mentioned possibility of Andy Fields taking it on – **ACTION: JJ to speak to Andy**
- iii. Youth Lead – Ben & Georgina Rees had expressed an interest in taking on the admin role covering Pitch booking, allocation, changing rooms, food requirements etc – did not want to do the ‘committee role’
- iv. Women’s numbers look good
- v. Girls teams are not on BRFC Spond yet – MA has expressed a concern before about access to the group but this concern has been addressed (by a ‘test’) no reason for them not to join now

e. Commercial – Brett – Update supplied

- i. Commercial sub committee getting together to include (Dave Cook, Paul Fearon, Mark Jones)
- ii. Meeting Destination Basingstoke on Thursday this week
- iii. Lifestyle network Meeting on 30th September
- iv. New pitch board supplier being tried for 1st Centurion member – SA asked the size (confirmed normal size), metal board – SA suggested that the fixings would need looking at – **ACTION: PK/BW to meet and have a look as PK has some fittings**
(Note from SA – double sided boards will not really work on the new fence side unless they are the small ones fitting between the posts)
- v. Centurion members now at 4
- vi. Champion Group lowering their sponsorship to £7.5k this year and then down to £5k from next year – offer of help with services on top of this
- vii. BW talking to Ryan Houston as a potential sponsor *(since confirmed that he is sponsoring the Under 15’s this year – look at next year)*
- viii. Redrow, Clarke & Sons and JE Group (programme) confirmed for this year
- ix. HS said she would have a programme advert and sign up to Centurion
- x. **ACTION: HS to send BW and advert**
- xi. Talking to InstaVolt , who did sponsor the Women last year (but not this), as possible main club sponsor

f. Facilities – Philip – Report received



- i. No questions on the report
 - ii. PK asked whether it was possible for us to spend money on the Main Hall Gents toilets as they are in dire need – Pete Allen offered £3k from the Supporters fund – **ACTION: PK to obtain 3 quotes** and then we can consider
 - iii. Looking to have a small group of people who can do odd jobs around the club – e.g. Shop door just replaced
 - g. **Community – Amanda – Report supplied**
 - i. JJ has confirmed payment for the Social email and software requested in her report.
 - h. **Membership – Laura – Report supplied**
 - i. Numbers are looking good but there is a lot going on
 - ii. MA has been making suggestions regarding ‘errors’ which is impacting LW/SAI ability to deal – LW has pushed back but MA sees it as part of her Data Officer role .**ACTION: JJ to speak to MA to step back until the rush of memberships has occurred**
 - i. **Safeguarding – Sarah – No report**
 - i. New assistant appointed – Karen Ray – as well as LW who is obviously busy at the moment.
 - ii. SW (with Russell) carried out a walk round on Sunday morning to make sure things look OK from a Safeguarding and Coaching view point.
 - iii. SW currently updating the entrance Hall board with relevant people’s pictures and names
 - iv. JJ asked if SW could order some Hi-Vis jackets (with names) for committee members to wear when walking around on a Sunday morning
 - v. 2 Play it Safe courses being arranged over the next 8 weeks
5. **Any other Business**
- a. None raised
6. **Next Meeting**
- a. Will be on Monday 14th October, 7.00pm in the Club
This will be a Core Committee Meeting