



BASINGSTOKE
RUGBY FOOTBALL CLUB

BRFC Committee Meeting Minutes

9TH MARCH 2026

Basingstoke Rugby Football Club

COMMITTEE MEETING MINUTES

Date: Monday 9 March 2026

Location: BRFC Clubhouse

Present

Committee members and attendees as recorded at the meeting.

Apologies

Helen, Alistair, Paddy, Jack, Josh

1. APPROVAL OF PREVIOUS MINUTES

The minutes of the previous committee meeting were reviewed and **approved**.

2. REPORTS AND UPDATES

2.1 Playing / Honours Boards

It was noted that responsibility for the **honours boards** sits under **Facilities**, not Playing.

A purchase order for work to the honours boards had been received from Steve.

- Total cost: **£400**
- Funding confirmed by **Mukka**
- Approval had been given and signed off

It was also noted that:

- Dr J S Tristram's amendment has been highlighted
- The **Amos family** need to be added to the **Life Members board**

Action: James to review and confirm all required honours board / life member updates.

2.2 CCC / Coaching Development Update

No new written update had been received from Josh for this meeting. It was noted that:

- Josh is now back on his feet after illness
- There is a need for him to be more visible on Sundays and more active in coordinating the role

- Concern was expressed that there has been too much discussion and not enough visible delivery in the CCC role to date

A request had previously been made for club support towards an RFU advanced coaching/director course (circa **£600**). The committee view was that:

- There is currently insufficient evidence of contribution to justify that level of funding
- If support were to be considered in future, it would likely only be as a partial contribution
- Existing club practice remains case-by-case, taking into account length of service and contribution

It was also noted that Josh is involved in planning a **Kaiviti community dinner / awards event on 26 August**, which may provide future value to the club.

There was general agreement that:

- The CCC role needs to focus more clearly on its original purpose
 - Communication and accountability around the role need improving
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2.3 Rugby Against Cancer Event

The Rugby Against Cancer event was reviewed positively. It was reported that:

- Around **£1,200–£1,400** was raised
- It was one of the charity's largest fundraising events
- The day created a strong atmosphere and positive community engagement
- Photos and publicity material from the event could be used for future promotional purposes

The committee recorded its thanks to all involved.

2.4 Youth / Player Pathway Update

Positive feedback was shared regarding the **U16 / Colts pathway work**, including:

- Lee attending two sessions
- U16 players attending a Colts session and responding very positively
- Two strong recent wins for the U16s

However, concerns remain regarding:

- Lack of qualified coaches across some age groups
- Dependency on a small number of qualified volunteers
- Lack of formal clarity around pathway responsibilities between U15s, U16s, Colts, Women's, and Girls' rugby

Eric wishes to arrange a meeting with relevant coaches and stakeholders to clarify roles, responsibilities and pathway planning.

Action: Eric / relevant leads to arrange a pathway meeting for involved sections.

2.5 Women's / Girls' Transition

The committee noted some positive developments in transition between the **U18 Girls and Women's team**, including two 18-year-olds playing successfully in a women's fixture.

However, it was also noted that:

- The volunteer structure and leadership arrangements are still not clearly formalised
 - There remains uncertainty around responsibilities and communication in this area
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2.6 Red Card / Discipline Process

A concern was raised around the lack of a clear written process for coaches and team managers to follow in the event of a red card.

It was noted that:

- The formal disciplinary process is set by Hampshire
- A clear guidance note for club coaches would nevertheless be useful

Action: Lawrence to obtain the relevant process/guidance and send to Alistair for cascade across age groups.

2.7 Coaching Qualifications

The committee discussed the ongoing issue of insufficient coaching qualifications across age grade rugby.

Points noted:

- This has been a known issue for some time
- Hampshire are running courses, but club uptake appears low
- The club may be able to host courses such as **Ready to Ref**
- There is a need for clearer tracking of who holds which qualifications

It was agreed that a report showing age groups, coaches/team managers and qualifications would be useful.

Action: Sharon to provide a report from GMS as far as possible, noting current data limitations.

Action: Committee to consider how to communicate qualification expectations to each age group.

2.8 Youth Chair Vacancy / Other Club Vacancies

It was noted that there are approximately **six vacancies** across the club, including **Youth Chair**.

There was concern that adverts had not yet been circulated.

Action: James to follow up with Paddy and push for vacancy adverts to be issued.

3. TREASURER / FINANCE UPDATE

3.1 Accounts

The latest accounts had been received from Helen. The overall position was described as:

- “Not bad, but not great”

The recently approved **bar tariff increases** are now in place, with the hope of strengthening trading performance in the latter part of the season.

In addition:

- Marstons have introduced a **3p per pint increase**
- A decision is still needed on whether this is absorbed or passed on

The committee also discussed seeking alternative brewery quotations to ensure the club remains commercially competitive and not tied into poor-value arrangements.

Action: Philip to follow up with Sinead and begin obtaining brewery/tender comparisons.

Action: Two-pint plastic cups to also be explored.

3.2 Bookkeeping / Admin Support

Helen, Amy and James have discussed ways to improve the bookkeeping process and reduce the burden on Sinead.

- Amy has suggested changes that would make the process more efficient
 - No additional cost is expected
 - These changes still need to be explained and implemented
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3.3 Kitchen Performance

A detailed discussion took place regarding the kitchen’s financial performance.

Key points:

- The kitchen should not be losing as much money as current figures suggest
- Labour costs appear to be a major issue
- There may also be issues around staffing levels, wastage and operational efficiency
- Some members felt there is no clear commercial reason for the current scale of loss

There was discussion around:

- Better cost control
- Reviewing staffing structure
- Incentivising stronger cost management
- Clarifying what food offer the club wants from the kitchen in future
- Whether the kitchen should expand into more regular social / evening offers in future, but only if properly promoted

It was noted that:

- Steph has given notice
- Three enquiries have already been received for the kitchen role
- There is a strong feeling around the table that **keeping Steph would be a positive outcome**, provided a more workable commercial plan can be agreed

Actions:

- Helen to review kitchen figures further
 - Committee to discuss costs and operating model with Steph
 - A revised kitchen plan to be developed, whether with Steph or a successor
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4. MEMBERSHIP UPDATE

Sharon provided a brief update.

Key points:

- The schools recruitment initiative is now likely to be deferred until next season
- Any school-facing material should be prepared ready for **September 2026**
- There are **114 registered male players**, but only around **66 are club members**
- Pay-to-play remains an issue, with some players still outstanding
- Concern remains that some volunteers have not upgraded/renewed membership properly

It was agreed that:

- Alistair needs to follow up outstanding player payments with Eric / relevant senior team contacts
- The broader issue of reduced clubhouse use on Sundays remains a concern, likely influenced by pitch usage, parking patterns and changes in post-Covid behaviour

Action: Alistair / Eric to resolve outstanding player payment issues.

5. SAFEGUARDING UPDATE

Sarah provided the safeguarding update.

A recent incident was discussed involving:

- A parent / adult confrontation
- Inappropriate behaviour by an adult blocking a doorway
- A coach response that required immediate correction on the day

It was noted that:

- The matter may not escalate further if the player involved has now left the club
- The safeguarding/disciplinary position will be monitored as needed

No further major safeguarding matters were raised.

6. FACILITIES UPDATE

6.1 Men's Toilets

A meeting is scheduled for **Wednesday at 6:00pm** with the plumbers and Callum to finalise arrangements.

The committee confirmed that, subject to that meeting, the intention is to:

- Start work **as soon as possible at the end of the season**

There was also discussion around disabled access and toilet provision. The preferred approach remains to:

- Refurbish the existing external disabled toilet
 - Proceed with the men's toilet improvements accordingly
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6.2 Physio Suite

The physio suite is now complete.

A request has been made for the access code to be changed so that only relevant authorised users have access.

Action: Philip to arrange code change and ensure only appropriate personnel retain access.

6.3 End of Season Catering / Match Lunches

Remaining match lunches are covered for now. The April lunch had previously been a concern, but this may now be manageable.

For end-of-season events, the likely approach will be:

- BBQs / chilli / simple catering offers

Dates for end-of-season events are being gathered and have been shared with Sinead.

6.4 Rugby Calendar / Club Bookings

It was agreed that key rugby dates, including:

- Championship fixtures
- Finals weekends
- Other major rugby dates

should be blocked on the club calendar so external events do not clash unnecessarily.

Action: Relevant rugby fixture dates to be shared with Sinead for admin calendar use.

6.5 Bunker / Cage / Lights / Security

Concern was raised that the bunker/cage has been left:

- Open
- Lit
- Unsecured

This is both a cost and security issue.

Action: Reminder to go out to all relevant users/coaches to ensure lights are turned off and doors locked after use.

6.6 Bunker Bar

The bunker bar was considered a success for the last matchday, although improvement is needed.

Points noted:

- Current fridge was not working properly
 - A more permanent/basic serving setup may be worth considering in future
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6.7 Other Facilities Matters

The following were also discussed:

- President's Lounge flooring/carpet renewal
- Roof over the bar now completed
- Anti-slip grips/handrails still to be progressed

- Internal flooring issue still awaiting quote / next step
- Skip is full and further waste clearance is needed
- Remaining rubble/plaster outside still needs removing
- Possible “plaster party” / volunteer clearance if needed
- Post protectors may not meet current standards and need auditing

Actions:

- Philip to circulate updated facilities action list
 - Philip to audit post protectors and identify any requiring repair/replacement
 - Henry to progress anti-slip fitting when weather permits
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7. GOVERNANCE

7.1 Membership Bar Discount Policy

The draft membership bar discount policy had been circulated. No major objections were raised.

The committee agreed the policy should:

- Remain practical
- Allow for staff discretion
- Include a common-sense approach to genuine scenarios (e.g. spouse buying drinks)

The purpose remains to give the club a clear basis for addressing abuse of the scheme.

Action: Lawrence to refine wording, including a brief common-sense/discretion statement.

7.2 Drugs / Illicit Substances Policy

A draft policy had been shared.

It was noted that:

- RFU guidance also exists on illicit drug use, particularly in relation to players
- This should be incorporated or referenced within the club policy

Action: Sarah to send relevant RFU guidance so it can be incorporated into the club document.

8. EPOS UPDATE

A further update was given on the proposed EPOS system.

Points noted:

- Screenshots, report examples and costings have been circulated
- Sinead's view is that the change is a "no brainer"
- Key benefits include better reporting, easier membership handling and stronger kitchen/bar operations
- The kitchen screen function would be particularly valuable
- There is still some uncertainty around the level of integration with finance systems, so this needs to be clarified definitively

The committee felt the project should likely be implemented:

- **After the end of the season**
- With some summer testing and volunteer familiarisation before full rollout

Actions:

- Laurence to resend full costing information to all
 - Clarify definitively the finance integration position
 - Explore visiting another club using the system (e.g. Alton)
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9. OTHER BUSINESS

9.1 Hockey Club

No significant concerns were raised regarding current interaction with the Hockey Club. They appear to be functioning satisfactorily, although some areas affected by previous fire damage remain fenced off.

9.2 Door Between Toilet Areas

It was agreed in principle that the internal linking door should be blocked off as part of the toilet works.

9.3 Birthday Party / BBQ

Brief discussion took place regarding catering arrangements for an upcoming birthday event. BBQ approach considered workable.

9.4 Junior Youth Support

It was noted that additional support may be offered to Alistair with junior/youth matters next season, subject to other commitments.

10. MEETING CLOSE

The meeting closed on a positive note, with members reflecting that it had been a productive and wide-ranging discussion.
