



BASINGSTOKE
RUGBY FOOTBALL CLUB

BRFC Committee Meeting Minutes

9TH FEBRUARY 2026

Basingstoke RFC – Committee Meeting Minutes

Meeting: Club Committee Meeting

Date: Monday 9 February 2026

Location: Clubhouse

Chair: James Jagged

In attendance: Committee members (Alistair Mackenzie, Lawrence Mottram, Douglas Goodwin, Sharon Allan, Sarah Whatmore, Paddy Gilbert and Jack O’Driscoll

Apologies: Helen Savage, Philip Keiffe

1. Welcome and Apologies

The Chair welcomed everyone and noted apologies from Helen and Philip. Jack attended as the club’s in-house counsel.

2. Approval of Previous Minutes

The minutes of the previous committee meeting were approved.

3. Playing Report (Alistair)

- The playing report was received and noted.
- No immediate questions were raised; any follow-ups to be addressed outside the meeting if required.

4. Treasurer / Finance Update

- The Treasurer was unable to attend and advised that she is undertaking additional review prior to releasing the January figures, particularly around staffing costs and payroll/tax changes.
- The Chair will circulate the Treasurer’s report to the committee once received.

Action: Chair to circulate Treasurer’s January report to committee when available.

5. Governance / FCA / Constitution (Laurence)

The committee noted that the FCA has confirmed and accepted the changes to the club constitution.

6. Membership Update (Sharon)

- Membership numbers were reviewed, including a noted reduction in the U15 cohort, discussed as being linked to earlier issues within that cohort, now reportedly stabilised.
- The importance of ensuring all players are correctly registered and compliant with membership expectations was reaffirmed.

Action: Playing section lead to follow up on any outstanding membership compliance matters (players and/or sponsorship-linked memberships) and update the committee.

7. Safeguarding / Conduct (Sarah)

- The committee discussed the importance of maintaining standards of conduct for players, coaches, and spectators.
- It was noted that the RFU is seeing increased reporting of low-level safeguarding concerns nationally (e.g., spectator behaviour, respect lines, and entering field of play).
- The committee agreed to issue a mid-season reminder via internal channels (not public social media), reinforcing expected behaviours and match-day separation/respect line guidance.

Action: Alistair to draft a short values / match-day expectations reminder for distribution via Spond and team channels (through Playing leadership).

8. Coaching / Age Groups (Alistair)

- U16 coaching cover: Challenges were noted around ensuring appropriately qualified coaching cover for contact sessions, due to availability/qualification constraints. The situation is being actively managed week-to-week.
- U15 cohort: It was noted the cohort is now in a more stable position, with reduced numbers but improved environment and coaching stability.

9. Facilities

- Apologies were noted from the Facilities lead.
- A list of priority facilities items has been compiled and shared for action/prioritisation (including known ongoing items such as toilets and the physio room).
- Weather impacts were noted as a factor affecting completion of some outdoor works.

Action: Facilities lead to review and progress the prioritised facilities list and provide an update at the next meeting.

10. Marketing / Communications (Paddy)

- A marketing update was received, including progress and current priorities: website improvements and content updates; event promotion activity (including Rugby Against Cancer promotion and menu); and general brand consistency and comms support.

Action: Marketing lead to continue website and event promotion activity and coordinate any additional support required.

11. Club Awards Night (Discussion)

- Options were discussed around end-of-season awards, including a combined senior playing awards event (men and women) and a separate club-wide celebration for volunteers/adults.
- It was agreed that the first priority is to confirm feasible dates (and avoid clashes), then plan around capacity and catering realities.

Action: Proposed organiser(s) to confirm preferred date(s) with Bar/Catering diary and report back with an outline plan.

12. Bar Pricing – Small Increase Approved

- The committee discussed modest price increases to reflect cost pressures and remain competitive locally.

- A small uplift was proposed (approx. +10p on beers and +5p on spirits/shorts) to protect club finances while remaining fair and competitive.
- Approved unanimously.

Action: Bar lead to implement updated pricing and ensure pricing/discount logic remains aligned with membership benefits.

13. Minis Festival – Sponsorship and Payments

- The Minis Festival planning group requested clarity on what the club can offer a sponsor (visibility/recognition) and indicated a sponsorship target value.
- Options discussed included sponsor logo/name on trophies and event comms, social media and website acknowledgement, and on-site branding (e.g., printed weatherproof banner signage).
- Payment collection was discussed, including exploring SumUp app/phone options to support multiple sellers.

Actions: (1) Sharon to revert to Minis Festival organisers with sponsorship offer ideas (branding, comms, signage). (2) Laurence to investigate SumUp phone/app options and test reconciliation approach with the Youth Treasurer/Bar lead.

14. Rugby / Community Outreach

- A proposal was raised regarding a volunteer supporting community/schools engagement.
- The committee noted Hampshire RFU is expected to appoint an additional Schools Relationship Manager post (area not yet confirmed), which may support local schools engagement.
- The committee agreed to monitor the RFU appointment before duplicating effort locally.

Action: Sarah to keep the committee updated on the RFU Schools Relationship Manager appointment and implications for local outreach.

15. Playing Section – Women & Girls (High-Level Update)

- A high-level update was provided on women and girls rugby, including the need to strengthen the coaching structure to support player development and improve the pathway from girls to women.
- Further discussions are underway with relevant coaches and playing leadership, with an update expected following planned meetings.

Action: Alistair to provide an update at the next committee meeting following scheduled discussions.

16. Commercial / Sponsorship & Club Roles

- The committee discussed the importance of strengthening commercial/sponsorship capability and ensuring key roles are filled.
- A number of volunteer roles were referenced as priorities (e.g., commercial lead, volunteering coordination, comms support).

Action: Chair/Committee to progress recruitment/volunteer role fill (commercial and related support roles) and agree next steps.

17. EPOS / Till System (GMS) – Next Steps

- A discussion took place regarding moving to a newer EPOS/till system (GMS), including potential benefits: improved reporting and controls; better stock management capability; multi-user logins and improved member ID/discount handling.
- It was agreed the committee should see a demo in situ and involve the Treasurer.

Actions: (1) Arrange a demonstration of the EPOS/till system (GMS). (2) Ensure Treasurer is included in evaluation and decision-making.

18. AOB

A request was noted to remove outdated fundraising posters around the clubhouse.

Action: Facilities lead to remove outdated posters as part of general signage tidy-up.

19. Close

The Chair thanked everyone for their contributions and closed the meeting.

Action Summary

- Chair: circulate Treasurer's January report when received.
- Alistair: follow up membership compliance items and report back.
- Alistair: draft conduct reminder for Spond/team channels.
- Philip: progress priority facilities list and remove outdated posters.
- Paddy continue website updates and event promotion coordination.
- Awards organiser(s): confirm dates/diary feasibility and return with outline plan.
- Bar lead: implement small price uplift and confirm membership discount alignment.
- Laurence: sponsor offer ideas for Minis Festival; investigate/test SumUp app/phone usage and reconciliation.
- Sarah: update committee on RFU Schools Relationship Manager appointment.
- Alistair: provide next update on women & girls pathway/coaching structure.
- Committee: progress commercial/volunteer role recruitment plan.
- EPOS owners (Laurence/Sharon): arrange demo and include Treasurer in evaluation.