Committee Meeting Minutes

Monday 12 October 2026 | Clubhouse, Down Grange | Meeting closed 18:25

Draft for committee confirmation • Prepared from an audio transcript; names, attendance and assignments should be checked before circulation.

1. Attendance, apologies and previous minutes

Chair: James Jagged. Other contributions included Alistair Mackenzie, Laurence Mottram, Sharon and Simon; full attendance and quorum to be verified against the sign-in record.

Apologies were reported from Helen Savage, Paddy, Sinéad Dunne and Millie Harris. Sarah joined after the opening business. Additional apologies were referred to in the recording but were not sufficiently clear to record by name.

Previous meeting minutes were reported as having been approved by email in advance. Committee reports were received and welcomed.

2. Finance, membership and commercial

The Treasurer's report showed an improved monthly position, supported by membership receipts. Approximately 700 members had been recorded at the time of the meeting; outstanding youth renewals continued to be chased.

Millie's commercial report was received. Barry's sponsorship renewal was reported as confirmed and other prospects were progressing. Senior men's shirts had been ordered; player shorts had arrived.

The club had been removed from an RFU revenue-generation pilot following insufficient engagement. The committee recognised volunteer-capacity constraints and the need to rebuild confidence with the RFU.

A proposed hotel sponsorship arrangement was not taken forward because the commercial value and requested access to club contacts were not considered proportionate. Bar prices had been increased incrementally, with no significant negative feedback reported.

The club's auditor is retiring. A thank-you gesture is planned and a recommendation for a successor will be requested.

3. Playing, coaching and player pathway

Women's and girls' performances and the contribution of cross-club coaching support were recognised positively. Temporary additional physio provision for the women's section will continue to be managed week by week in response to demand.

Poor availability for the Men's 3rd XV, a walkover and reduced midweek training attendance were identified as priorities. Simon and Alistair were asked to address player contact, engagement and social activity, supported by relevant coaches and experienced players.

Colts succession planning is required as Lee's future involvement beyond the current cohort is uncertain. The club will discuss intentions and develop cover and succession options.

The committee supported registering those carrying out coaching roles correctly in GMS so that England Rugby Learning reminders are issued, and encouraging completion of the RFU coaching badge and Play It Safe requirements. Progress will be supported through small age-group meetings and practical encouragement rather than a single large meeting. Club reimbursement of relevant training costs was supported, subject to normal authorisation.

A group of senior players willing to support youth coaching has been established. The next step is to arrange practical sessions, initially with Colts on suitable Sundays, and publicise positive examples of shared coaching across the club.

Technical areas have now been marked on three pitches. Home teams and visiting team management should be reminded to use the relevant areas.

4. Safeguarding and concussion procedures

The safeguarding report was noted. The committee also discussed the importance of consistent graduated return-to-play procedures, documented assessments and clear responsibility for confirming eligibility after concussion.

The relevant coaching and team-management personnel are to receive clarification and support on required protocols, with first aiders empowered to escalate concerns. Any specific safeguarding or medical matters must be handled separately through the appropriate confidential channels.

5. Governance, EPOS and operational compliance

EPOS has been implemented but operational issues remain, including one slower till, additional configurable buttons, training requirements and a number of incomplete transactions showing in GMS. The plan is to swap the affected till positions to help distinguish a network from a device/software issue, maintain a consolidated snag list and request further vendor support.

Outstanding transactions are to be investigated with the clubhouse team and finance leads. The EPOS supplier invoice remains unpaid pending satisfactory resolution of agreed issues.

Following engagement with the council and police, the club's assessment of its position under Martyn's Law was reportedly supported. Standard operating documentation, training and additional measures for larger events are to be prepared before Christmas.

6. Facilities and volunteers

Tony was proposed as the new Chair of Clubhouse and Facilities. His background in sports-club leadership and construction, his proposed volunteer/trade contact register and his intention to establish a small working group were welcomed. This is a proposal only: formal appointment and any necessary committee approval must follow the club's rules.

Contacts for existing volunteer helpers, including John Allen, are to be shared with the facilities team. Responsibilities and any transition from the previous arrangements should be communicated appropriately once the appointment is confirmed.

A substantial equipment-store clean-out was completed. Unsafe and unusable equipment was separated for disposal; flags, pitch equipment and previously misplaced items were reorganised. A replacement-equipment inventory and potential funding options are required. Additional equipment cages and labelling by pitch were suggested.

7. Membership, recruitment and development

September Hampshire benchmarking indicated Basingstoke registrations down approximately 1.8% versus Hampshire up 4.2%; age-grade registrations down 2.9% versus Hampshire up 3.0%; adult registrations up 2.7% versus Hampshire up 7.1%. Overall retention was 76.5% at BRFC against 71.6% in Hampshire. Boys' retention was 78%, girls' 81.2%, men's 78% and women's 55.1%. These were snapshot figures and may have since changed.

The club's strong retention was welcomed. Increasing recruitment, especially in the younger age groups, and improving women's retention were identified as areas for attention. A school rugby development role was understood to be in recruitment.

The committee supported stronger visibility of player progression, representative honours and academy pathways, and exploring camps or broader activities with Bath and other relevant partners.

8. Artificial Grass Pitch (AGP)

The committee agreed to continue information gathering; no commitment to AGP usage or expenditure was made. Important questions include pitch dimensions and markings, half/quarter-pitch arrangements, minimum usage commitments, price exposure, floodlighting, scheduling priority, and whether alternative locations could better protect existing club activities.

The Chair will continue discussions with the council/RFU partners and test a worst-case cost scenario. The possible historic lease or playing-field rights should be checked before the club takes a formal position. A further update was requested within approximately two weeks.

9. Any other business and close

The location of a historic Youth Honours Board was queried. The Chair will investigate with long-standing members.

Well wishes to a club member recovering from surgery were proposed, to be handled personally and sensitively.

The meeting closed at 20:25. The next meeting was referred to as Monday 9 November 2026, subject to confirmation.

Chairman's Action Tracker

Working follow-up list drawn from the discussion. Owners and dates marked "proposed" are for confirmation, not formally adopted deadlines.

#	ACTION	LEAD	TIMING
01	Confirm attendance, quorum and previous minutes approval	Hon. Secretary / Chair	Before circulation
02	Complete governance process for Tony's proposed facilities appointment; confirm transition	Chair / Governance	Before next meeting
03	Share volunteer-trade contacts and compile facilities support register	Sharon / proposed facilities lead	November
04	Recover Men's 3rd XV player availability; build weekly contact and socials plan	Simon / Alistair	Immediate
05	Discuss Colts leadership intentions and succession	Simon / playing leads	November
06	Audit GMS coach-role assignments; coach badge and Play It Safe compliance	CCC / coaching leads	This season
07	Arrange age-group conversations and first senior-player coaching visits to Colts	Simon / youth leads	October–November
08	Reinforce concussion return-to-play checks and escalation with coaches/team managers	Safeguarding / playing leads	Immediate
09	Test affected EPOS till; consolidate snags and book further supplier training	Laurence / clubhouse team	October
10	Reconcile incomplete GMS/EPOS transactions with Rachel and Sinéad	Treasurer / clubhouse team	October
11	Complete Martyn's Law standard documentation and staff/coaches briefing	Governance lead	Before Christmas
12	Prepare damaged equipment replacement list and disposal plan	Facilities / playing leads	November
13	Assess equipment crowdfunding and sponsorship approaches	Commercial / Chair	November
14	Follow up school rugby recruitment role and club recruitment opportunities	Playing / youth leads	November
15	Develop player-pathway publicity and academy/representative rugby opportunities	Playing / communications	November
16	Seek AGP full specification, locations, minimum hours, priority and cost modelling	Chair / AGP group	Within two weeks (pr
17	Check historical lease/pitch-rights documentation	Chair / Governance	Before AGP decision
18	Locate historic Youth Honours Board	Chair	November
19	Thank retiring auditor and seek replacement recommendation	Treasurer / Governance	November
20	Arrange appropriate private well wishes	Chair	As appropriate

Note: Detailed individual safeguarding/medical allegations, private financial matters and unverified personal observations have been excluded from these circulated minutes.