

BROCKENHURST FOOTBALL CLUB

Committee Meeting Minutes

Thursday 3 September 2026

6:40pm - 9:20pm

Present	DW, LW (Secretary), MF, LS, HB, SO, DC, MB
Apologies	LW (Football)

1. Minutes of Previous Meeting

The minutes of the previous meeting were reviewed and accepted as an accurate record.

Any outstanding actions from the previous meeting have been carried forward and are retained within the action schedule at the end of these minutes.

2. Committee Member Updates

Membership

All renewed memberships have now been updated, with both the membership spreadsheet and the new membership database fully up to date.

The Committee discussed ways of improving the membership cards, including making the renewal/expiry date more prominent and potentially introducing barcodes or QR codes which could be scanned to verify membership details.

Sponsorship

LS continues to manage sponsorship invoicing. To date, 12 players have been sponsored, with Jon continuing to promote player and matchday sponsorship opportunities across the Club's social media platforms.

Only two future matchdays are currently sponsored. It was suggested that last season's sponsors be reviewed and contacted regarding potential sponsorship opportunities for the current season.

Two pitch-side banner payments remain outstanding, and artwork is awaited for the final two pitch-side banners.

All available parking sponsorship/spaces are now fully booked and paid.

Finance

SO provided the first quarterly financial update since the Club's move to the new Xero accounting software. The transition appears to be progressing well and finances are heading in the right direction.

SO has asked Dave Wilkinson to meet with Kevin to review the current Xero setup and ensure the Club is making full use of the software and its reporting capabilities.

3. Floodlight Project - Wrap-Up

The new floodlights have now been fully installed, with the pitch having survived the installation works well.

Halliday Lighting remained on site to carry out the required light-level testing and will provide the necessary certification for submission to the FA. The FA has confirmed that it is satisfied with this arrangement.

The floodlights will be controllable via a mobile app, with the main isolation switch located in the electricity cupboard.

One complaint was received during the installation process. The situation will be monitored to establish whether any further complaints are received; if necessary, Halliday Lighting will return to review the issue and propose an appropriate solution.

4. FA Safety Review

Marsh Consulting has carried out a review of the ground, including the walls and other relevant areas. Photographs have been submitted and a Teams call has also taken place to discuss the required works.

The review identified a number of items requiring attention, including padding to the stand, replacement of the dugout and protective pipework/padding to the metal railings around the pitch.

The Club has been advised that the stand padding should qualify for 100% funding. A quotation of approximately £10,000 has been received from Foam for Sport and submitted for approval.

5. Phone Mast Sale

The phone mast sale is progressing, with the relevant paperwork currently with the lawyers for completion. The Club expects to know by 20 October whether the transaction has successfully gone through.

Under the proposed arrangement, the Club expects to receive an initial payment upon completion, with the remaining balance payable over the following four years.

6. Mower Replacement

The Club's existing mower has broken down again and is currently being stored under a tarpaulin. In the meantime, the Club is using JP's mower until a replacement can be secured.

The FA has now completed the PitchPower report, enabling the Club to apply for funding towards a replacement mower. Under the funding arrangement, the Club will be required to contribute one-third of the cost upfront.

7. Kitchen Project

MB advised that the Club is currently awaiting the updated kitchen plans. Once received, he will circulate the 3D plans to Committee members for review.

The aim is to have the new wall and door installed by Christmas. Funds have been set aside from Brockstock proceeds to enable the works to progress.

8. Ex-Saints Game

Preparations for the Ex-Saints game are progressing, with the event now approaching quickly. LW (Football) has provided an update detailing arrangements already made, including officials, together with the remaining outstanding items.

Tim is due to meet with PP to discuss player arrangements and other football-related matters.

A further Ex-Saints planning meeting has been scheduled for Thursday 10 September to finalise arrangements ahead of the event.

9. Any Other Business

Brockstock

LS advised that a Brockstock planning meeting should be held before Christmas. A meeting regarding band bookings is due to take place during the coming week.

Pitch Inspections

MF raised the question of who would be responsible for carrying out pitch inspections when neither the First Team nor Development Team is playing. DW suggested that SR would be the most appropriate person to undertake these inspections.

Volunteers

MF also raised the current shortage of volunteers. The Committee agreed that further efforts are needed to encourage and recruit additional volunteers to support the Club.

10. Actions from this Meeting

Action	Responsibility
Review lapsed members and contact them regarding membership renewal.	Membership
Review last season's sponsors and approach them regarding player and/or matchday sponsorship opportunities.	LS / Sponsorship
Arrange a meeting with Kevin to review the Club's Xero setup and ensure the Club is making full use of the software.	Dave Wilkinson
Monitor any further complaints relating to the new floodlights and liaise with Halliday Lighting if required.	DW
Await funding approval and progress the required stand padding/safety works.	DW
Progress the funding application for a replacement mower following completion of the PitchPower report.	DW
Circulate the 3D kitchen plans to Committee members once received.	MB
Review and finalise outstanding arrangements for the Ex-Saints game at the meeting on 10 September.	Ex-Saints Working Group
Arrange a Brockstock planning meeting before Christmas.	LS
Confirm arrangements with SR for pitch inspections where neither the First Team nor Development Team is playing.	DW
Explore ways to recruit and encourage additional Club volunteers.	Committee

11. Actions Carried Forward

Action	Responsibility
Recruit a Health & Safety Officer	DW
Manage the Club's social media	Jon (for now)
Review/progress CCTV arrangements	Dave Wilkinson
Arrange future Veterans fixtures	TM / SR

12. Members' Update Meeting

The Members' Update Meeting is proposed for Thursday 8 October 2026 at 6:30pm, subject to confirmation.

Meeting Closed

The meeting closed at 9:20pm.