



Annual General Meeting Minutes

Date: 31/01/2026

Time: 19:30

Place: The Parkinson Arms

Attendees:

Peter Gossop, Simon Leek, Drew Hobley, Claire Hobley, Freya Hobley, Janine Turner, Mark Turner, Eve Turner, Julie England, Tony England, Steve Cannings, Daryl Cole, Jocelyn Cole, Amelia Cole, Edda Cole, Jeff Chappill, Donna Chappill, Jon Conroy, Gareth Crabb, Pete Connolly, Diana Connolly, Shannon Connolly, Daniel Pyke, Lindsey Pyke, Seren Pyke, George Pyke.

Apologies:

Catherine Butterill, Roo Butterill, Rachel Foster, Martin Foster, Abby Watson, Wal Kent, Amanda Clements, Mark Clements

Item	Description
1	Welcome: The meeting was brought to order by Mark Turner (Chair). He started by thanking all those in attendance for giving up their time.
2	Review of actions from previous annual general meeting: No actions were outstanding.
3	Acceptance of minutes of previous annual general meeting: Proposed resolution: that the minutes of the 2025 annual general meeting be accepted. Moved: Tony England Seconded: Julie England Passed
4	Chair's Report: Good evening, everyone — and welcome to this year's AGM. It's great to see so many of you here, proving once again that Lincsquad members will turn up for anything if you mention "free pizza" often enough.

Item	Description
4	<p>Chair's Report Continued:</p> <p>Speaking of free... our Lincsquad t-shirts and vests finally arrived that we mentioned at last year's AGM, and it's been brilliant spotting them at coached sessions, at park run and other events.</p> <p>A big thank you to all of you for attending, and an even bigger thank you to the 2025 committee for keeping the club running smoothly. They've put in countless hours behind the scenes, and somehow still found time to train for their events.</p> <p>And of course, thank you to Jon for hosting us. Without his continuing support, who knows where we'd be tonight!</p> <p>2025 has been another good year for Lincsquad. Our membership continues to ebb and flow as does attendance at coached sessions.</p> <p>Without wanting to spoil Claire's financial update, the club is doing OK thanks to sponsorship and event income.</p> <p>February brought the usual Two Bridges ride in memory of Christian Brown, raising money for the Lincolnshire Air Ambulance. This year, there's a virtual ride on the nearest Sunday, with a proper in person ride later in the year perfect for those who like to support a good cause without leaving their turbo.</p> <p>The Bomber was another success though our Events Secretary will give you the full breakdown shortly. I will say this: the new Bomber t-shirt design went down well, and the proud dad whose daughter designed it even decided he had to earn it by entering the triathlon as his first ever multisport event. Club coaches and members rallied around to ensure he had the equipment and knowledge to compete. Despite marshalling, I did manage to see my wife and daughter race the swim as part of teams, which was a proud moment... and also a reminder that Eve is much faster than me!</p> <p>As we progressed into the summer, we saw members (adults and youth) competing in a wide variety of events including triathlons, various distance runs, sportives and quads (including our favourite at Manvers). We even learnt a new word 'biathle' with two youth members progressing to a final in March.</p> <p>The Brigg Sprint held earlier than usual, with nice weather and was a huge success and on a rather warm day. The support from club members marshalling was absolutely epic and appreciated by the competitors.</p> <p>We sadly lost longtime member Tony Holder this year. Many of you attended parkrun to show support for his wife, which really demonstrated what this club is about community, kindness, and turning up for each other.</p> <p>We've had ongoing lighting issues at Quibell Park, but our coaching team worked around it with the usual mix of creativity, stubbornness, and "we'll make it work somehow."</p> <p>Following the success of acquiring the t-shirts and vests, September saw us get some long-distance tri-suits ordered for members - I look forward to seeing them at events this year.</p>

Item	Description
4	<p>Chair's Report Continued:</p> <p>Turbo Thursday attendance appears to be growing — proof that people will voluntarily sit on a bike indoors if they can do a virtual bike ride whilst hearing others huffing and puffing via an online chat!</p> <p>Final Thanks</p> <p>As chair, I want to finish by thanking all our coaches, committee members, and volunteers. Your time, energy, and enthusiasm.</p> <p>Questions from the Floor:</p> <p>None recorded</p>
5	<p>Club Secretary Report:</p> <p>As you will have already heard Quibell park dominated the year, with the announcement of a conglomerate set to take over, then the issue with the lights and more recently the announcement by the Chair of Scunthorpe united stating that they are no longer interested in developing the site. We have no idea what will happen however all we can promise is through 2026 when the committee is informed, they will do their very best to keep the membership up to date.</p> <p>I would like to take this opportunity to thank all our coaches for the hard work in arranging alternative sessions. Thank our cycle coaches for their patients and for doing everything they could to find suitable venues. As we have a youth section the stipulations around the requirements a venue needs made in impossible to continue to train, especially at short notice.</p> <p>Moving forward we are very much hoping that we can still put a meeting together with the council and the other major users to discuss what we can do to make the facility more viable.</p> <p>So, what have we been up to in 2025</p> <p>The Lincsquad website as undergone a full revamp. With a big thank you to Catherine Butterill for all the hours that she has put in to get it to the point it is at now. There are still some things we need to finish off; however it would be great to get you, the members to take a look and let us know what you think.</p> <p>We identified what we believe is a way of getting the members to let us know what they are doing, events wise, throughout the year and developed a Team up calendar. This again has been added to the website and is in the final stages of being fully rolled out.</p> <p>We hope that by doing this:</p> <ul style="list-style-type: none"> • You will be able to see if other members are doing the same event as you, which may lead to setting up little training groups and • The coaches will be able to tailor specific sessions towards the events <p>We received financial support from Singleton Birch to pay for Level 1 triathlon coaching courses. Currently we have had one member come forward and are in discussion with him. We hope that these will have a positive outcome and he will be joining the coaching team as soon as he has completed his training.</p>

Item	Description
5	<p>Club Secretary Report Continued:</p> <p>We have once again been successful in our affiliation to BTF. As part of this process, we have done a full review of our welfare policy. Again, these are still a work in progress, and more detail will follow over the next few weeks. To see these then please look at the website as we have built a designated page. As part of this we have also appoint a new Welfare officer for BTF, replacing Claire West, who we would like to thank for all her hard work and commitment to the role and welcome Jeff Chappill into the role. Mark Turner remains as Welfare for BC. We are still hoping that we can increase the team, so if you feel that you can support us then please let myself or Mark know.</p> <p>T shirts – The committee felt that we really do need to increase the membership, by doing this we hopefully increase the attendance numbers at sessions. This allows us to keep the fee's as they are currently. We have been trying to increase our media presents across all the various platforms that are used. The T shirts being seen throughout the town was a part of this strategy. We also hoped that it would bring a sense of pride to the members, wearing Lincsquad colours.</p> <p>Kit – has always been a difficult thing to control. With suppliers changing, letting us down, not supplying on time and sizes. We are again looking at a new supplier and are in discussion around us holding, a very limited number of items in stock. The design is just about agreed and once done we can start to place an order. If anyone would like to see the design, please let me know.</p> <p>Entry system: We have looked at alternative methods for members to enter sessions.</p> <p>So in 2026 we plan to</p> <ul style="list-style-type: none"> • Look to increase membership through media • Continue to investigate other booking systems for sessions. • Look to engage with and get you the members to become more engaged with the club • Look to offer more of what the members want. To do this we need the feedback from you. • This is not our club this is your club. <p>Questions from the floor:</p> <p>None recorded</p>

Item	Description		
6	Treasurer's Report:		
		£	
Opening Balance	20700		
Income			
Membership	2440		
Events			
Sponsorship	1500		
Bomber	965	Mainly due to introducing tri double, the entries of quad, small uptake on sprint quad and duo	
Sprint	130	Pool hire cost	
Aquathon	0	No uptake on this event	
Events Total			2595
Sessions			
Run	1650		
Swim	-2537		
Cycling	-808	Would have been higher but Quibell closed	
Kit	-4606	Includes warm weather gear for coaches, kit tri suits.T-shirts. Only 1 person paid for a 2 nd Tshirt	
Tri Suit Money yet to be paid in	95 ea 105 ea		

Item	Description			
6	Treasurer's Report Continued:			
	Other			
Christian Brown	-200			
Bike Box	20			
Affiliation Fees	-770			
Other	-624	£300 insurance, Keys, DBS, equipment, some of this spend was funded from remaining Singleton Birch funding.		
No Monies retrieved from Singleton Birch new grant yet				
Cost paid in Jan 25 relating to 24	-2060	Won't see this in the Jna 26 as Quibell closed so this will be a benefit to the bank balance in 2026		
Hire of NLC facilities WILL increase as review is underway at council to make it more profitable and personal memberships already increased, so very likely commercial costs will follow				
Closing Balance*	15K			
*figures subject to rounding				
Due to the sensitive nature of the information contained within the full breakdown this has been redacted from these minutes.				
Questions from the Floor:				
There was discussion around the T-shirts that had been given to members, with the consensus that this had been a great success.				
Several suggestions were made and will be added to the next committee meeting agenda around the way in which we can support members.				
Proposal				
The committee proposed that they would retain the right, without the need for an EGM, to raise either session price or cost of membership if it was deemed necessary to ensure the club remains financially solvent.				
Vote: Passed.				

Item	Description																
7	<p>Membership Secretary report:</p> <p>For 2025-26</p> <p>Current memberships</p> <table border="1" data-bbox="654 392 1106 635"> <thead> <tr> <th></th> <th>Adult</th> <th>Youth</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Currently</td> <td>79</td> <td>55</td> <td>134</td> </tr> <tr> <td>24/25</td> <td>70</td> <td>71</td> <td>141</td> </tr> <tr> <td>23/24</td> <td>77</td> <td>62</td> <td>139</td> </tr> </tbody> </table> <p>Youth – 2 recent enquiries, at least 1 of these should be having their first taster on Monday</p> <p>This gives us a total of 141 (up from 139 the previous year)</p> <p>Adult membership is at a 3-year high, however our youth numbers have dropped by 16. This equates to a 23% reduction and subsequently means our youth numbers are at their lowest for the past 3 years. I'm unsure how this relates to years prior to 23/24 but it is something the club may need to address going forward.</p> <p>Overall, our membership numbers are not dramatically different to the previous 2 years but as you have heard, they are now at their lowest point in 3 years.</p> <p>Questions from the Floor</p> <p>None recorded</p>		Adult	Youth	Total	Currently	79	55	134	24/25	70	71	141	23/24	77	62	139
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8	<p>Event Secretary Report</p> <p>Once again Lincsquad hosted two events, the Keyo Brigg Bomber and the Keyo Brigg sprint.</p> <p>For the first we created several events within each one, these included, sprint and standard Quads, Sprint and Standard Triathlons, Duathlons and a 2's up Duathlon. As well as solo entries we opened it up to Teams. We even had a Aquathlon, but unfortunately, we did not get entries for this.</p> <p>The entries for the events are still not where we would like them to be however they have shown signs of being slowly on the increase.</p> <p>Claire will take you through (or has taken you through if her repot is first) the finances.</p> <p>With the inclusion of all the different events, the increased paperwork required by ESAG and the Race pass system introduced by BTF the work behind the scenes to keep running these events has increased.</p> <p>As part of the Risk assessment we submit, we must stipulate how many marshals we will have. This year we failed to meet that requirement and as such seriously considered cancelling. To stop this happening in 2026 we really do need our members to come forward, ask their friends and family to spare a few hours to support us.</p> <p>2026</p>																

Item	Description
8	<p>Event Secretary Report Continued:</p> <p>We are again hosting the two separate events, one in June and the other September, all details are posted on the website.</p> <p>Bomber Quad will be European Champs again.</p> <p>Brigg sprint will now be signified by a Spitfire, carrying on the plane theme.</p> <p>We are investigating NOT registering the event with BTF due to the cost they are imposing on each competitor as well as the administration caused by the race pass system. We are looking at separate event insurance. This is ongoing and a decision will be made shortly once only details are finalised.</p> <p>All the events in September will be pool-based swim. This decision taken as for the last few years the river quality has been poor.</p> <p>As we have in the past, we are asking that if you can spare a few hours here and there and you are prepared to help out with the organisation, we would much appreciate it. It could be something like organising a design and quote for the T shirts all the way up to organising Marshals. We have had several members already volunteer to join the events team so would like to thank them in advance. Many of those who have come forward already have two or three roles within the club.</p> <p>Questions from the Floor</p> <p>None recorded</p>
9	<p>Standing down of Committee from 2025</p> <p>LincsQuad Chair stood down the committee with his thanks.</p>
10	<p>Election of Committee for 2026 -27</p> <p>Chair – Nomination Mark Turner Proposed by Gareth Crabb, seconded by Stephen Cannings</p> <p>Treasurer – Nomination Claire Hobley Proposed by Andrew Hobley Seconded by Janine Turner</p> <p>Club Sec – Nomination Jeff Chappill Proposed by Julie England Seconded by Tony England</p> <p>Membership sec – Nomination Tony England Proposed by Catherine Butterill Seconded by Roo Butterill</p> <p>Events sec – Nomination Donna Chappill Proposed by Tony England Seconded by Julie England</p> <p>Media Officer – This remains vacant. No nominations to be taken on the night of the AGM as per the notification. A volunteer has come forward however they would only be interested should the role not be part of the committee. To do this we would need to vote the role off the committee and list it has a supporting role.</p>

Item	Description
10	<p>Coaching Sec – This remains vacant. No nominations to be taken on the night as per the notification. Many thanks to Drew Hobley who has continued with some of the duties of this role after he stood down last year.</p> <p>Any vacant role will be absorbed by those on the committee until a replacement is found.</p> <p>If you feel you could spare the time and would be interested in taken on one of the vacant roles, please contact the Club Sec.</p>
11	<p>Any Other Business</p> <p>None was registered</p>
12	<p>Summary of points taken forward</p> <ol style="list-style-type: none"> 1. Increase membership 2. Look at advertising across facilities and aim at a broader audience 3. Possibility of free sessions for Youth members 4. Include a Monday cycle session. 5. Reinstate Go Ride status 6. Possibility of split membership (single and multi-discipline) 7. The need to improve our media presents. 8. Roll out of the Team up calendar 9. Club Champs, suggested on the night Harrogate Tri, York Tri for Youth and Outlaw half and sprint for Adults.
13	<p>Close of meeting</p> <p>The Chair closed the meeting at 20:15 with his thanks to all those who attended.</p>

Appendices

Information about the unfilled roles that are available for volunteers to take on

Coaching Coordinator.

ROLE: Coaching Coordinator

RESPONSIBLE TO: Club Chair

PURPOSE: Implement and support a safe and effective training programme that assists the Club's coaches and members. Help to develop and deliver the vision for the club through the coaching team.

COMMITMENT: 2 - 4 hours per week. Plus, attend meetings as required.

Main Duties and Responsibilities

- In conjunction with Head coaches take responsibility for the delivery of Lincsquad coaching sessions.
- Ensure all coaching venues are booked / cancelled as required to meet the needs of the sessions.
- Ensure that the Coaching Hub is maintained and developed as appropriate.
- Ensure that coaching rotas are available in a timely manner to ensure enough cover to remain within coach to athlete ratios where appropriate.
- Maintain all records relating to coach's availability, qualifications, first aid certificates ensuring that ALL coaches remain in compliance as per the Governing bodies rulings.
- Ensure cost effective coaching session are delivery with efficient use of coaching resource.
- Liaise with Governing bodies on coaching related matters.
- Review athlete attendance and propose necessary changes enacting accordingly.
- Attend club meetings and report on progress when required.
- Provide feedback on the training programme and degree of success of coaching.
- To uphold the Coaches Code of Ethics and Conduct.
- Seek new and continually develop existing coaches.
- Whilst in the role, club membership will be free.

Skills and Qualities

- Sound organisational/administration skills operating in an organised and methodical manner.
- Able to maintain confidentiality, be tactful and discrete.
- Have strong team leadership qualities.
- Able to work in partnership with others or as a team, both within and outside of the club.
- Able to represent the club at external meetings.
- Enthusiastic with a good knowledge of the club, and people within the club.
- Be an excellent communicator, with good verbal and written skills.
- Have strong IT skills.
- Be approachable and a good listener.

Media Officer

ROLE: Media officer

RESPONSIBLE TO: Club Secretary

PURPOSE: To ensure media coverage for LincsQuad.

COMMITMENT: 2 hours per week plus attend meetings (evenings and weekends) as required.

Roles and Responsibilities

- To ensure wide spread media coverage through all media outlets (Facebook, twitter etc).
- To promote the club. This to include all coached sessions, social runs, social events and Race events., as well as race reports by members.
- Ensure the club receives the level of publicity to drive the club forward inline with the Chairs outlined vision.
- Sends newsletters, promotional materials, and other publications to persons on mailing list.

Skills and Qualities

- Confident and effective communicator.
- Enthusiastic and able to motivate others.
- Diplomatic and discreet.
- Well-organised.
- Desirable experience of IT Communication platforms.
- Confident in the use of technology.
- To be the custodian for all passwords for all club systems.
- To work with the membership coordinator ensuring that any access permissions are added/revoked in line with membership.
- To act as a point of contact for all committee members/members supporting access to club systems such as club website, and Facebook.
- To advise the committee on matters relating to IT issues or areas of improvements.
- To develop, maintain and support system integrity of club website

Supporting Roles Unfilled.

ROLE: Welfare Officer: Currently the officer are Mark Turner for BC and Jeff Chappill for BTF. However, we would like to extend this to four.

RESPONSIBLE TO: Club Chair

PURPOSE: Implement good practice, safeguarding and child protection policies

COMMITMENT: This will depend on the club's needs. You may be expected to attend club meetings

Roles and Responsibilities

- Act as the first point of contact for individuals who have queries or concerns regarding safeguarding.
- Ensure that all club personnel who work with children, young people and vulnerable adults have received appropriate training.
- Facilitate the process of DBS checks when required.
- Receive, record and forward to the Lead Officer of the appropriate Home Nation any concerns that are expressed to you.
- Keep confidential records of all related documents.
- Ensure that the club has a safeguarding and child/vulnerable adult protection policy always ensuring compliance and accessibility.
- Be familiar with national safeguarding and child/vulnerable adult protection policies.
- Whilst in the role, club membership will be free.

Skills and Qualities

- Essential to attend a sports coach UK Safeguarding and Protecting Children workshop – England, Scotland, Wales.
- Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Knowledge of Child Protection policies and DBS checks.
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
- Ability to manage issues if / when they occur.
- Reporting back to the committee any miss uses.