



**BELTON WOODS**  
LODGES

Meeting Name:	Belton Woods Lodges Owners Club Committee Meeting 2020			
Date of Meeting	16 <sup>th</sup> October 2020	Time:	10am	
Minutes Prepared By:	Charlotte Hackett	Location:	Teams Meeting	
Attendees:	PB: Phillip Bond, Chairman SK: Sharon Kinsella, Founder Member Representative RG: Ross Grieve, Management Company Representative SM: Steve McGinnis, Observer DC: David Clark, Founder Member Representative JF: John Frosdick, Committee Member			
Apologies:	David Hampson – Committee Member  Rod Hazelwood – Committee Member			
<b>Agenda, Notes, Discussions, Issues, Actions</b>				<b>Actions</b>
Accounts / 2019/2020	<p>SM: Explained all documents are with the Auditors to review, Accounts are also being signed off for the owners club.</p> <p>Very different year to usual, there are large savings across the board due to Covid-19. Payroll closed except for the 3 members still working on site during lockdown. Saving controllable costs but still some large spends when opening up to get things where they were meant to be. No committee expenses.</p> <p>Little more information provided for bad debt provision – this is being discussed with the auditors.</p> <p>Legal fee we underspent. Not all the sinking fund was spent. Of the £212,000, £180,000 is looking to be carried over into following years. Looking at potential fee reduction in order to keep the spend available.</p> <p>Savings from the Leisure club due to the period the facilities were closed. Fee reduction comes back to the owners club.</p>			

	<p>The Insurance excess was high due to the balcony repairs to 12 &amp; 18, this is why it is showing as an over spend, will be back to normal levels next year.</p> <p>No rates, this is why there is a £44,000 savings rate, but in April 2021 is when the rates are likely to increase.</p> <p>Water and Electric we have a slight saving – overall over the course of the year we have saved £193,000</p> <p>P.B The Insurance excess £2,500 will be published in the chairman’s report.</p>	
Budget 2020	<p>S.M - Kept as close to the 2019/2020 Budget as possible in order to have a good year running the club and running the site – This incorporates the minimum wage increases.</p> <p>Supplier increases. Clearly areas have been increased and decreased, a little more will be spent on laundry, cleaning materials and consumables.</p> <p>Looking at keeping the fee’s the same but looking at savings where possible.</p> <p>Leisure Club at Belton Woods may try to increase the fee’s we pay but we will push back.</p> <p>Sinking fund will stay the same – The Lodges that could not be refurbished this year, look to do those. Roll the sinking fund from 2020 into 2021.</p> <p>Contingency plan is now in place for COVD, this will help as we don’t know what will or may happen in 2021. Just in case provision.</p> <p>P.B – Looking into the committee expenses, having the meetings via Teams, there is a saving of £6,000.</p> <p>J.F – Agreed but would like to see a meeting face to face once a year with no expense to the committee as can travel in a day to Birch Lodge.</p>	
Report from Seasons/ Management Company	<p>R.G – Belton Woods Lodges have been sitting at 90-100% occupancy since re-opening 4<sup>th</sup> July 2020. Owners that missed weeks from March – July we have been able to put them back in.</p> <p>Challenges on site due to Thefts and Break-ins. 3 Break-ins alone during lockdown.</p> <p>Damaged window to Lodge 1, Compound broken into - £3,000 worth of damage and items being taken.</p> <p>Another break in has led to theft of items in excess of £15,000, one item was a mower part on lease.</p> <p>The compound unit has seen the items moved down to Birch Lodge, with an industrial roller shutter being placed for added security to the door.</p>	

	<p>Car park area has been cleaned up.</p> <p>The Mower attachment of £12,000 was stolen is on lease. The mower total £32,000 which is an extravagant purchase, however, we have managed to cut down on a groundsman and saving £20,000 on the payroll annually.</p> <p>Due to the savings on the sinking fund, the question will be do we pay for the mower lease in full to save on the interest than paying the monthly instalments? The mower will belong to the owners club.</p> <p>P.B – I agree makes sense to save on the interest.</p> <p>J.F – I agree seems sensible.</p> <p>R.G – The final figures will be circulated.</p> <p>R.G – Regarding the police they have been most unhelpful, its an isolated resort, without spending thousands on CCTV it will be difficult to always oversee.</p> <p>The Hotel general manager was given his marching orders in September with a replacement starting on 19<sup>th</sup> October.</p> <p>Refurbishment is on hold and Double Tree may be pulling out, which would mean it would be an un-branded hotel.</p> <p>J.F - I had a visit when I was up there as people are aware, a long email was sent to the GM and the only response was thank you for your comments , see you on your next visit. But the whole experience was appalling.</p> <p>R.G - the overflow carpark at Birch lodge has been tidied up and the steps outside lodges 3-10 are being built to remove the wooden slat steps.</p> <p>J.F – Thanks Ross &amp; Sharon for the ease of changing his weeks after lockdown.</p> <p>R.G – With the sinking fund, during the last financial year no lodges have been refurbed but some have been upgraded with paint and carpet. Entre pump station has been upgraded.</p> <p>The sinking funds which hasn't been used could be looked at helping reducing the fees 2021-2022. This would be billed in the summer of next year.</p> <p>J.F - We don't want to come down on the maintenance fees then the following year rise them again, would make sense to slowly reduce.</p> <p>R.G – The figure in mind would be a 13% saving.</p>	
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	<p>P.B – Would this need to be in writing as a suggestion from Seasons ?</p> <p>R.G – Yes, once the numbers have been discussed with S.M &amp; D.C, we can circulate for discussion.</p> <p>This can be a proposal at the AGM.</p>	
AGM	<p>R.G - We are looking to move the date of the AGM to either the 9<sup>th</sup> or 16<sup>th</sup> December. Are there any objections? The 9<sup>th</sup> being the most favourable in terms of Zoom.</p> <p>J.F – 9<sup>th</sup> is good for me. P.B – 9<sup>th</sup> is ok with me.</p> <p>R.G – Time still 11am with up to 500 attendees. We can have the committee panel and mute all the other participants. Owners will receive AGM notification 28 days in advance. Voting will be done by Survey Monkey. Questions will only be accepted in advance. Incentive cards to be sent out at the same time as the AGM Booklet.</p> <p>P.B – I emailed committee members J.F and D.H to see if they're happy to remain on the committee, both happy. Rods place will be up this year, Formal applications will be sent out in the AGM booklet.</p>	
Changes to the exit policy	<p>S.K – Regarding the current exit policy it is appalling, especially with owners current circumstances, no one can afford to pay 4-5 years upfront to ext.</p> <p>We want to reduce to 1 year fee and anyone who pays that 1 year can exit, whatever their age or circumstances.</p> <p>P.B – I believe this will go down well and it's a very generous offer.</p> <p>J.F – I agree, you will see a massive take up.</p> <p>P.B – I believe this is left with you and you'll raise at the AGM</p> <p>S.K – Yes, I will not be doing anything before the AGM.</p>	
A.O.B	<p>P.B – Any other business from anyone?</p> <p>No other business raised.</p>	

