



BELTON WOODS  
LODGES

Meeting Name:	Belton Woods Lodges Owners Club – Annual Committee Meeting 2021			
Date of Meeting	20.6.22	Time:	11:30am	
Minutes Prepared By:	Kelly Claypole	Location:	Zoom	
	Philip Bond, opened the meeting by welcoming everyone in attendance and introduced the Committee members:			
Attendees:	PB: Phillip Bond, Owners Representative JF: John Frosdick, Owners Representative DH: David Hampson, Owners Representative LN: Lloyd Neal, Owners Representative RG: Ross Grieve, Slaley Hall Lodges Ltd Management Company Representative SM: Steve McGuinnis			
	Philip Bond welcomed and opened the Zoom. Sharon Kinsella is unable to attend the Zoom Call and sends her apologies.			
Agenda, Notes, Discussions, Issues, Actions				Actions
AGM Minutes	Phillip asks the committee to approve the AGM minutes and the previous committee minutes. All Agreed.			
PH: Arising Matters	AGM to be discussed how to be held at a later date, Zoom Call received very positively. Hybrid meeting would be liked but would cost a lot of money with a company to televise it.  All approve to be discussed closer to the event.			
Chairman Position	Phillip Bond asks the committee members is anyone would like to put themselves forward to be the new chairman at the next AGM.  No opponents  Phillip agrees to carry on the position as Chair of the committee for another term.			
Comment from Ross	Welcomes Kelly (Belton Woods Lodges Manager) back and congratulates her on the birth of her son.  Ross thanks Kelly for continuing to be available on emails and the work she has carried on to do whilst on maternity leave.			

	<p>The committee all congratulate Kelly and extend their thanks for all the hard work.</p>	
Approval of the Accounts	<p><u>SM:</u> Quarterly Finances discussed.</p> <p>Staffing is at £92,000 which is near enough to the penny as we would expect. No over or underspend. We are expected to be under but this is down to being shorter staffed than expected.</p> <p>RG: Would like to just add a note wages are under a lot of pressure with there being lots of companies requiring staff and the wages being competitive.</p> <p>Controllable: Further £12,000 worth of saving. A little of over and under as the months vary.</p> <p>Repairs and Renewals: At the moment we are maintaining and Belton is neither over or under.</p> <p>Laundry: A saving has been made, this is due to expected price increases weren't as high as predicted. Quality hasn't been compromised.</p> <p>Cleaning Materials: Budgeted for higher costs but not as much as an increase as suspected. So working under budget. We are also buying a lot of other products from local suppliers if they are cheaper using expenses or petty cash.</p> <p>Sky is on track.</p> <p>Waste: Slightly higher as there was a higher increase than predicted, next year we will relook at budgeting for that.</p> <p>Grounds: Good savings and working well within budgets even with the hiring of chippers and servicing of equipment.</p> <p>Office:</p>	

	<p>We have started to pay rent for Birch Lodge, so we are correct with budgeting.</p> <p>Overall, a £20,000 saving within them lines from quarter 2 to quarter 3.</p> <p>Professional Fees and Factorial fees will also have a saving.</p> <p>Sinking fund: We have spent a total of £40,500.00 as a rounded figure. This is on the new sun loungers as well as the composite decking boards for the balconies. The balcony work is to be started on the 27<sup>th</sup> June for 2 weeks.</p> <p>RG: Would like to table a TV Audit to be completed and upon that the possibility of new TV's and improved cabling to be carried out throughout site.</p> <p>All discussed that the lodges need cabling upgrading to support the new TV's.</p> <p>To be re-discussed once prices have been gathered. However, possible accrual in the accounts for this year depending on the final price.</p> <p>RG: electricity is being reviewed as our fixed price contract is coming to an end. With how to market is currently going there will be an increase but as it is early we are unsure of a definite price. We are looking to get another fixed deal for 2 years. We are also working very hard to make the lodges as eco – friendly as possible.</p> <p>LN: is it possible to have smart meters within the lodges? KC: The site has already got smart meters but they work differently to domestic ones. However, If you would ever want to know the price you can simply ring reception and we can log on and check the price within a couple of minutes.</p> <p>RG: We will know more regarding pricing per unit in the upcoming weeks. Once we know more, a chairman letter/ newsletter is to be sent out with the details and an update to all Lodge Owners.</p> <p>PB: A Owners update later has been done in the past and was perceived well.</p>	
--	--	--

Resort Update:	<p>Health and Safety:</p> <p>RG: Tree's are to be cut down by a third party company on 20<sup>th</sup> June, this is due to them being badly damaged or suffering from Ash Dieback.</p> <p>PAT Testing was completed on the whole site a couple weeks ago and any issues resolved straight away.</p> <p>Legionnaire testing is up to date and all monthly checks are in order.</p> <p>We are in the process of going through insurance and this helps to ensure we are up to date on a commercial factor.</p> <p>Resort Update:</p> <p>All drive way lights will be converted to LED fixtures and bulbs.</p> <p>Wild flower seeded areas around the resort are being to bloom, we will see more flowers in the coming years as they take time to form an ecosystem.</p> <p>ECO radiator project has begun and will continue over the next few months- year.</p> <p>Balcony decking will be replaced in the coming weeks.</p> <p>Grounds equipment has been serviced</p>	
Hotel Update:	<p>JF: Asks if the hotel has improved</p> <p>RG: Not from the reviews or feedback we receive. However they are spending a lot of money to make the resort look more attractive. The product and service is still lacking and although we speak to them often we are limited when it comes to doing any more.</p> <p>All feedback is fed back to the hotel weekly, but unfortunately from that point it isn't then going any further. Belton is currently operating at 9.1/10 and when you narrow down on the 0.9% it is mainly to do with the hotel.</p> <p>PB: how is the claret jug after the water leak and the ceiling collapse? Have they taken the opportunity to refurb?</p> <p>KC: No they haven't used it as an opportunity.</p> <p>LN: how much levy do we have with the hotel</p> <p>RG: none, as we are completely separate there is nothing that we can really do. The only levy we have is with leisure fees but even then it's a deal that was made at the beginning of the year. Kelly speaks to the hotel weekly and I (Ross) will get involved when needed. On the plus, Neal has been at the hotel now for almost 2years, therefore the revolving door seems to have stopped. The Almarose company have been re-financed but a lot of staffing has changed. The original plan was to franchise the hotels out to</p>	

	<p>Hilton, however that seems to of been stopped now. Neal will be restricted by numbers and figures and a corporate overhead.</p> <p>All agreed that the hotel doesn't have a lot of authority from head office and are missing an opportunity with the lodges but they are KPI driven and there isn't much Belton Woods Lodges can do regarding that.</p> <p>Kelly and Ross will arrange a meeting with the GM from the Hotel</p>	
Guest Feedback	<p>Overall feedback is very positive, golf buggies and sun loungers are very well perceived. Staff are often complimented and so are the grounds and overall tidiness of the lodges.</p> <p>Ross would like to place a special thank you to Jasmine and Phoebe for all the hard work they have put in whilst Kelly has been of on maternity leave.</p>	
A.O.B	<p>LN: received an email regarding some issues a committee member has had. The main issue was that a scheduled interior maintenance plan for each lodge.</p> <p>RG: we don't have a plan to complete one whole lodge per say, we replace/ renew anything that needs it as and when addressed. Such as carpets and beds. If we were to say for example lodge 5 will have a full refurb, it would then cause carnage for other committee members.</p> <p>Kelly and the team find, address and action anything needed and bigger projects are then booked in advance where they can be. The last year has ben difficult at near 100% occupancy but anything that is essential is actioned as quick as possible.</p> <p>Lloyd is to email over the questions from the owner and the committee will respond to any queries or concerns.</p> <p>Any issues can be reported to the committee email address: <a href="mailto:committee@beltonwoodslodges.co.uk">committee@beltonwoodslodges.co.uk</a></p>	
	Philip Bond thanks everyone for their time and send his best wishes to everyone.	