



BELTON WOODS
LODGES

Meeting Name:	Belton Woods Lodges: Committee Meeting			
Date of Meeting	10 th February 2023	Time:	12 noon	
Minutes Prepared By:	Kelly Harlock	Location:	Zoom Call	
Attendees:	PB: Philip Bond, Owners Representative JF: John Frosdick, Owners Representative DH: David Hampson, Owners Representative LN: Lloyd Neal, Owners Representative RG: Ross Grieve, Management Company Representative SM: Steve McGinnis, Management Company Representative/ Accounts KH: Kelly Harlock, Belton Woods Lodges Resort Manager			
Opening of the Meeting:	Philip Bond welcomed and opened the Zoom. Sharon Kinsella and David Clarke are unable to attend the Zoom Call and sends their apologies.			
Agenda, Notes, Discussions, Issues, Actions				Actions
Previous Minutes	Philip asks the committee to approve the previous minutes. Lloyd Neal's name not on the attendees. Otherwise, all approved.			This has been corrected and sent for publishing – KH
Email from Marjorie Johnston	Are we in a position to reply to Marjorie's previous email with regards to Belton Woods Lodges Ltd. Accounts. RG: I believe we will be able to after this committee meeting as we are going to go over the accounts and finalising the AGM date. PB: happy to respond following the Zoom call.			
Arising matters	PB: any arising matters? RG: None from myself. None mentioned, PB moves on the Financials			

Financials	<p>SM: Brian has completed the audit, but there are no Quarterly accounts until the end of Feb. Therefore, looking at the main accounts for the owner's club.</p> <p>Surplus has increased from £294,145 to £468,435 in favour of the Owners Club. This has been restated for previous years as well for P&L.</p> <p>PB: Have these been signed off?</p> <p>SM: awaiting a vote for sign off from committee and a few last bits of information.</p> <p>The 2021 year end figures have been restated to show the accounting error and show the liability from BWLL. The management fee Income is restated due to Disbursement underspend, spend shown is actual spend with balance sheet restated accordingly.</p> <p>LN: questions the leisure fees and the increase</p> <p>RG: The fees have gone up slightly, however the previous years statement is a lot lower due to COVID as we didn't pay for the period of which we were closed (lockdowns). It looks as though it is a large sum due to this.</p> <p>LN: Clarifies what usage guests have for this price, and is this negotiated?</p> <p>RG: The inflation is capped from rising beyond a certain percentage (5%), so they can increase year on year but they can not go over 5% per year. This is debated year on year with the hotel yearly in April.</p> <p>SM: The budget is written before the potential increase, therefore it is done at 8 months current price and 4 months at a estimated price.</p> <p>PB: when do we re-negotiate? Is it in April or before?</p> <p>SM: Before, normally within March as it comes into effect in April. They go up with the hotels membership prices as they follow suit.</p> <p>PB: brilliant benefit to the guests, so wouldn't even look at removing that.</p> <p>All: agreed that it is a great benefit.</p> <p>BWLL are paying their fees for weeks owned but not taking any monies for factorial fee or management fee on a monthly basis Money is only following in to the account (BWOC account) – not out</p> <p>PB: can we have a statement from Brian regarding the restated accounts</p> <p>SM: Brian will be including a statement in the AGM pack regarding the restated accounts.</p> <p>LN: for my understanding, can you talk me through the Sundry Debtors and Pre-payments? (season and BWL)</p>	
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	<p>SM: BWLL invoiced the Owners for 1/12th of the running costs, but as the club underspent – this was still too high. So BWLL owes the club for this, which is why at the moment there is no factorial fee or monthly on going costs to management company.</p> <p>LN: Thanks Steve for the explanation and asks further: What about the Seasons £76,000?</p> <p>SM: Direct debit scheme that seasons picked up from The Q Hotel/ Q Lodges. Q Hotels ran the DD scheme and lodges do not have the facility so Seasons run the DD scheme and pay into the Owners club account. I can confirm it has now been paid. This runs a month behind as they take a payment then transfer it over, Seasons do this twice a month.</p> <p>LN: Thanks Steve once again.</p> <p>SM: Cash at bank is still the same Current liability is the same BWLL for £18,500 is from the hotel era, they used to take payments on our behalf on the PDQ machines, they would then transfer the funds between Qlodges and Qhotels. This goes back many years and the question is to write it back into the reserves as a benefit to BWOC, we have done so in the accounts but could I have the committees approval by way of a vote please. Write approved by the committee, all in favour</p> <p>The VAT also needs to be voted on: We are looking to claim back money from HMRC for monies previously paid and never repaid to the owners club. At the start of the year, we pay out VAT on all the Fees, then we reclaim them as we go through the year and spend more than revenue is raised. £113,000 is to be claimed back for the Owners Club, this is on going from 2019. I would like to keep it on the balance sheet as I am hopeful we will win the claim. Brian agrees it is best to leave on then to write it off and then write it back on.</p> <p>PB: does everyone agree?</p> <p>All: agreed</p> <p>DH: what is HMRC's excuse for not paying it out?</p> <p>SM: They are investigating the 3 quarters that this relates to, it happens every year at Belton's Owners Club – but they are being more difficult for this year. They need invoices, to which we have access. It correlates on the cross over period from Q Lodges and Seasons Holidays and letters being sent to Leeds rather than the new office.</p> <p>Wording would be similar to :The committee are confident that this will be repaid by HMRC and was not repaid at the time due to moving office and HMRC letters not being forwarded to the new office. The management are in communication with HMRC over this.</p>	
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	<p>PB: Brian's wording to be used All: agreed across the board</p> <p>Accruals- Sinking fund was meant to roll over and be spent the following year, this didn't happen. It has been moved to reserves. Vote casted: All: Agree</p> <p>Creditor- Gallagher insurance (Q Lodges) They billed the club for £23,000 and we had to used this insurer when we took over the lodges (building and contents cover etc). We asked for a reduction during COVID, which they refused. So, Seasons found a new supplier and walked away. We have not paid the invoice and they have not chased so it is sitting as a creditor and has been for several years</p> <p>SM: are you in agreement the we run it until the end of Aug 23 – then write it back into the accounts PB/ DH/ JF/ LN all approve.</p> <p>Disbursements – No VAT items within disbursements. SM: Brian has taken some advice that these elements should be given back to the Owners. Over a period of time there is a sum of money that has accrued. These monies could be given back due to their nature or we can move to reserves (pay VAT on the movement) and then as the funds are spend the VAT would be reclaimed. The process of giving back would be a huge undertaking so I recommend holding and using for the benefit of the members</p> <p>JF/ DH/ PB/ LN agrees.</p> <p>LN: Possible Fee holding/ reduction will go down well for owners. Especially with electric bills going up.</p> <p>SM: We can discuss how the money is spent once in reserves in more detail once a figure is clear.</p> <p>RG: Living wage is also going up in April, We pay role as a company and would like to continue to do so. This will also help with this. As a management company with have already reduced the fees by 20-25% since take over.</p> <p>DH: is the money goes in, will it be static or will it be static regardless? RG: With the money going in</p> <p>PB: Agree to be reviewed at the next meeting? All: Agreed</p>	
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	<p>SM: Can we please also look at the accounts overall and vote on them?</p> <p>DH/ JF/ PB/ LN/ RG all approve the accounts</p>	
Resort Update	<p>Health & Safety</p> <p>KH: We are up to date on all our compliance checks, most annual checks have been completed or are booked in to take place at the necessary dates.</p> <p>Energy Crisis</p> <p>RG: Autometers (the smart meters) are fully operational and have been for several months with no issues. The 6 Lodges down the bottom have been replaced and were manually read, however now this is no longer needed.</p> <p>Guests have been writing to the committee more than usual regarding the cost of electricity. All have been responded to and some have been very grateful for the clarity. Kelly is able to go back and look at previous usage for 3 years and this helps guests understand the new pricing and the energy crisis.</p> <p>KH: The usage hasn't increased, the units prove this, but the price has obviously tripled. We are being transparent about the pricing within the pre-arrival email and the text message before guests arrives.</p> <p>RG: At this current moment in time, the average price for electric is looking at an average of £190 per week, this differs for each unit/guest dependant on use of appliances/ heating etc. This is with the government cap.</p> <p>Solar Panels</p> <p>RG: We are in the process of collecting quotes for Solar panels to be placed on Lodges roofs. I cannot give an exact cost at the moment as we don't have the exact information currently. The biggest problem is supply and a commissioning team to complete this at the moment. We will know more once the surveys are completed and the final quotes come in. As discussed, the sinking fund will be used for this, then everyone would see reductions with this coming into place for the electricity.</p> <p>RG: We are working with an energy broker who advises us, as a business, what action can be taken and when. Energy is at the front of every ones minds, all resorts are on a league board and</p>	

	<p>this is updated every Tuesday. The teams are getting very competitive. We have made the decision to turn off as many appliances off at the source where possible, the switch will simply need turning on for use of this. This is because phantom power is one of the biggest costs within our wider business.</p> <p>LN: Cameron House sauna use is still banned due to COVID, which is interesting when you think about it. The price was higher for a week then what it was when we went to Belton for 10days. Everyone knows the prices have gone up. I think we just need to make it more evident around the resort.</p> <p>RG: New literature has been produced and is on its way to site, there are table toppers and banners being delivered for lodges and the office. RG asked KH to post the literature on the committee website so it can be viewed by all for reference. RG mentions that in the arrival document it is documented regarding the price increase.</p> <p>LN: Sends his well done to the management and Belton team for this.</p> <p>RG: The current contract expires in October, so we will be looking at a new contractor in June/July. Again, our energy broker will be looking into this for us.</p> <p>PB: Asked Ross is he will take the Energy Crisis subject at the AGM RG: Agrees</p>	
Hotel Update	<p>JF: I spoke to Neal (Hotel GM) straight after Christmas and the usage of the 25% discount has been being used, which is excellent to hear. Do we think it is worth trying to push to get better discounts for Spa and Golf?</p> <p>KH: Golf is a fixed price and spa is already at 20% on Monday - Thursdays, however at the Spa they do have certain deals on weekly which we send out using our text message service.</p> <p>PB: Was the discount on food and beverage or individual? JF: Both.</p> <p>JF: I will try and speak to him before the AGM and iron out the crinkles. I'm hopefully that we can get back where we were 10years ago.</p>	

<p>Guest Feedback</p>	<p>KH: Feedback has been very positive the last couple of months, we are averaging a score of 9.6/10 for the last 3 months. The only bad comments we are generally getting is regarding the electricity.</p> <p>RG: Sky and the TV's have been well received. We have been dealing with a new challenge on site and that is the installation on a new 5G mast very close to site. This is affecting the signal on the downstairs lodges; however the site team have a plan in place and are replacing cables and installing new aerals that are 5G protected to fix this issue.</p> <p>LN: We had a few niggly issues over Christmas, but the staff were amazing and dealt with every request with 100% effort! So thank you to the team for the work over Christmas.</p>	
<p>AGM</p>	<p>RG: We need to finalise a date for the AGM, May I propose Wednesday 5th April at 11am? This will give us time for the booklet and the giving notice for the meeting.</p> <p>PB: This date works well with me.</p> <p>LN/ JF/ DH: All agree the date and time works</p> <p>PB: Will we be opening the floor for questions or asking for them in advance?</p> <p>JF: Questions in advance would be best, but follow on questions welcome</p> <p>RG: Agrees with JF, with PB moving it along when required</p> <p>PB/ LN/ DH/ JF agree</p> <p>DH: Who is up for re-election this year?</p> <p>PB: It is me, how are we looking for this by the way?</p> <p>RG: Written applications and a vote at the AGM</p> <p>PB: If this is my last committee meeting, I would like to thank everyone for your work. It has been a challenging couple of years but over all we have saved the committee a fortune. It has been a pleasure.</p> <p>JF: We would like to thank you Philip for you commitment and work over the last few years. You have been a brilliant chairman.</p>	

AOB	Nothing further to discuss or report.	
	Philip thanks everyone for their time today, we will speak soon.	



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