



BELTON WOODS  
LODGES

Meeting Name:	Belton Woods Lodges: Committee Meeting			
Date of Meeting	12 <sup>th</sup> July 2024	Time:	11:00am	
Minutes Prepared By:	Kelly Harlock	Location:	Zoom Call	
Attendees:	PB: Phillip Bond, Owners Representative JF: John Frosdick, Owners Representative DH: David Hampson, 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, David Clarke and Llyod Neal are unable to attended the Zoom Call and sends their apologies.			
Agenda, Notes, Discussions, Issues, Actions				Actions
Previous Minutes	Philip asks the committee to approve the previous minutes.  DH: noticed a mistake that needs amending regard his presence at the meeting.  Kelly to amend but otherwise all approved.			Mistake to be amended.
Arising matters	PB: any arising matters?  RG: None from myself.  None mentioned, PB moves on the Financials			
Financials	<b>Half Yearly Accounts</b> SM: Overall, the accounts show good control over spend has been shown for the quarterly accounts. All lines are roughly where we predicted they would be. Over the year based on the current spends there is a projected additional surplus in the accounts  Renewals are slightly higher than normal, but this is believed to be more of a timing issue and will smooth itself out over the rest of the quarter.  The previous outstanding balance from Seasons has now been cleared and it no longer outstanding. Brian will verify this within the end of year accounts.			

Kitchens	<p>RG: Proposed a project to have all of the lodge's kitchens refurbished and paid for by the sinking fund (cap-ex). The idea would be to keep the kitchens very similar but to remove the undercounter fridge-freezer and replace with a tall 70/30 unit, add a wine cooler and a new hob with extraction fan built into the hob itself rather than an overhead unit. The project is awaiting the committee's approval before progressing.</p> <p>The committee and management company discuss the options, and agree that the cost, estimated at £400,000, would be paid for by the Owners Club, using funds from their bank account. The work would be carried out by contractors and spread over 2years. The work will also be looked to be completed around owners weeks, to try not to disrupt their stays.</p> <p>Proposed: DH Seconded: PB</p>	
Resort Update	<p>RG: Not much to update the Committee on since the last meeting. No health and safety matters to bring to attention and all compliance checks are up to date.</p> <p>Any work that needs attentions is carried out accordingly.</p>	
Hotel Update	<p>No updates from the Hotel, there has been very little complaints regarding the hotel. Lots of guests have been taking advantage of the discounts. JF will have a meeting with them upon his next visit to Belton Woods.</p>	
Guest Feedback	<p>Guest feedback is high as usual from Belton Woods. All reviews are investigated and any actions required are either completed upon departure or scheduled for bigger projects.</p> <p>-Feedback has been positive lately and the team at Belton are praised often.</p>	
AOB	<p>-The committee discussed the layout and design of the kitchens, agreeing that these aspects would be handled by the management company to avoid delays and other interference.</p>	
	<p>Philip thanked everyone for their time today, we will speak soon.</p>	