

**UNDERSCAR OWNER'S CLUB**  
**Committee strategy meeting, 8 May 2014**  
**at The Met, King Street, Leeds.**

**Present**

1. Committee members: David Davies (chairman), Cynthia Haworth, Barbara Hedley, Ian Hedley, John Huntington, Janice Lawson. Apologies were received from Peter Allen.

**Discussion with Shane McDonald (SM) from Calibrate Energy**

2. SM was invited to attend the meeting to discuss options for funding the proposed air source heat pumps to heat the pool and Oxleys building at Underscar. The Committee was unable to borrow funds to undertake the installation as UOC is not a company with Directors and assets to underwrite a loan. SM suggested that UOC could lease the equipment from Calibrate Energy. There would be a charge for leasing the equipment and for monthly maintenance though these could be rolled into one all-inclusive price. UOC would need to commit to a set number of years and be prepared to sign a waiver in case Calibrate was wound up and their assets reclaimed by their creditors. Calibrate, as owners of the equipment, would benefit from the Renewable Heat Incentive payment from the Government. UOC would benefit from the significant reduction in cost of energy. SM would put a proposal together and send to the Committee by 18 May. He would need a decision from us by the end of May to secure the costs at current prices and RHI payments. Committee agreed to discuss via email once the final proposal was received from SM.

**Action  
point 1: All**

**Minutes of previous meeting and matters arising**

3. The minutes of the full Committee meeting on 6 March were approved.
4. Action points were completed or under discussion later in the meeting.

**The Manor**

5. The Manor had not yet been sold though there were potential purchasers in negotiation with Mrs Mineev's agent. She was not prepared to sell the freehold of the timeshare properties separately to UOC (ie to our Trustee acting on our behalf). DD and Peter Jackson of FML were keeping in touch with the various interested parties.

**Action point  
2: DD**

**Marketing**

6. The survey of members had taken place and CH was currently engaged on analysis. She expected to be able to put recommendations to the Committee meeting in June.

**Action point  
3: CH**

## Sales/ ITT2

7. There had been a good response so far to the latest invitation to tender for unsold weeks at Underscar and bids had started coming in. BH and JH would open the bids on 22 May and the successful bidders would then be taken through the sale process by FML.

**Action point  
4: BH/JH**

## Finance

8. Not all UOC monies had been transferred to the new accounts yet as there were direct debits still linked to the old accounts. It was expected that this would be completed before our next Committee meeting in June.

**Action  
point 5:  
JH/GS**

9. JH had not yet received detailed advice from M&S about UOC potential liability for VAT. If UOC was separately registered for VAT there might be unpaid VAT to be paid, but to balance against this UOC would be able to reclaim VAT on capital expenditure (undertaken over the last 4 years and in the future).

**Action  
point 6: JH**

10. PA had circulated a short note about options for future procurement of major refurbishment work. For example, we needed more detail about the process, timescale and costs of replacing the bathrooms, based on the refit done to Honister in December, in order to plan a rolling schedule of bathroom replacement. This needed to be part of financial planning discussions in the June meeting agenda.

**Action  
point 7: JH**

11. We had received a proposal for a rates review by a company which proposed a percentage fee based on savings with a fall back charge of £500 for the work if no savings were realised. The Committee agreed that a percentage fee was reasonable but considered there should be no payment if no savings were realised. DD would discuss with the proposer.

**Action point  
8: DD**

12. A couple of letters had been received from owners who wanted to dispose of their timeshare weeks and were offering them to UOC. The Committee did not feel we were in a position to take on the additional cost of ongoing management fees for difficult to sell weeks. We agreed we should have a clear policy in place to cover support to owners in cases where they were unable to use their weeks through illness or other problems. We needed to decide on our preferred policy and put a draft to owners at the AGM, with reasons for our recommendations. This will be an item for the September Committee meeting. BH would draft a short article for the next newsletter raising the issues as they had been discussed at the recent TATOC conference.

**Action point  
9: BH**

## Date of next meeting

13. Thursday 19 June, 11am in the Beeches suite at the Park Royal Hotel, Stretton Road, Warrington.