

Notes of a quick meeting of the shop team held in the Oak on Thursday evening.

We discussed various options for the layout and Jo and Carolyn will review where everything needs to go. The large freezer is a bone of contention as it appears to take up a lot of floorspace and the reliability is unknown (following the problem with the ice cream freezer). It was suggested that as only half of the "grant" has been used; the cost of an upright freezer is established (prospective candidate £1600 + vat but with a discount of £600's worth of stock) and if thought suitable a recommendation of purchase made.

It was thought that some lights would be required on the outside gable wall to ensure that customers do not have to queue in the dark. It was felt that a dark entrance would deter some customers.

Jo and Carolyn suggested that they could organise late night Christmas shopping evenings. This could include using the outside space for selling drinks (hot, cold alcoholic) and nibbles etc. Covid rules permitting.

### **Kit to be installed in RO shop**

White Chiller  
Small upright chiller (drinks cabinet) from SIAB  
New ice cream freezer

### **Kit to be installed in kitchen/store**

Bosch Fridge Freezer  
Small upright chiller from SIAB stockroom.  
Bigger chiller (left hand side - ex Broughton) from SIAB  
Chrome shelving from SIAB

### **Kit left in SIAB until after move**

Middle chiller  
Safe  
Burglar alarm

### **Tasks needed in RO shop**

Plug sockets for the counter  
Bolts on external kitchen doors  
Kitchen lock checked. If not secure replace  
Dry goods dispensers need fitting to the wall  
Dry goods dispensers - Ski boot style - will need a shelf.

### **Actions**

- \* Marilyn to organise volunteer cleaners.
- \* Jo is organising a freebie from a supplier - with a bit of luck)
- \* Mike to organise a visit from the Rodent man prior to opening
- \* Jo to organise and stock move squad. The stock will be moved into the bar area starting w/c 16<sup>th</sup>.
- \* Marilyn to paint the remaining furniture items (as marked by Carolyn).
- \* Mike to clean kitchen/storage area
- \* Paypoint till move to be tested on Wednesday afternoon. 18<sup>th</sup>. Implementation day Friday or Sunday to be agreed following test.
- \* Mike to install Barcode generating format and spreadsheet on shop laptop.
- \* Jo to negotiate the purchase of the Rose and Crown safe