



**Town Team Meeting – Town Hall–  
Monday 18<sup>th</sup> January 2016 7.00pm**

**Agenda**

1. Apologies.
2. Approve Minutes from meeting 21<sup>st</sup> December 2015
3. Update from C & TP Committee including funding contribution update (Gavin- 10 mins)
4. Town Guide
  - Consider and approve proposal for advertising space (mock up to be provided at meeting)
  - Update on delivery arrangements (cost already approved)
  - Approve re-print cost (quotes to be circulated)

(Gordon – 20 mins)
5. Consider and approve budget for Advertising/ Publicity Activity- report to follow (Gordon – 20 mins)
6. Action Planning for 2016 – documents to follow (Sarah – 20/30 mins)
7. Review of Payment Record and update on funding arrangements (All – 10 minutes)
8. AOB

Attached documents; Minutes of 21<sup>st</sup> December & Payment Record.  
Next meeting 7pm, 15<sup>th</sup> February at Malmesbury Town Hall.