

**Town Team Meeting – Town Hall–  
Monday 16<sup>th</sup> November 2015 7.00pm**

**Agenda**

1. Apologies.
2. Approve Minutes from meeting 15<sup>th</sup> October
3. Style Guide & Intellectual Property quote- (Gordon- 5 mins)
4. Approve Code of Conduct & Communications protocol (Sarah- 10 mins)
5. Front Room report- for information (all- 10 mins)
6. Late Night Shopping update- for information (Gavin- 5 mins)
7. Coach Friendly Status- update- for information (Kim- 5 mins)
8. Town guide delivery (all- 5 mins)
9. Action planning for 2016 – (Gordon- 30 mins)
10. Change of use planning applications- (Simon- 10 mins)
11. Review payment record (Section 106 update) – Sarah/ Richard

Attached documents; Minutes of 15<sup>th</sup> October & Payment Record, IP quote, Front Room report.  
Next meeting 7pm, 21<sup>st</sup> December at Malmesbury Town Hall.