



**Town Team Meeting – Town Hall–  
Monday 21<sup>st</sup> December 2015 7.00pm**

**Agenda**

1. Apologies.
2. Approve Minutes from meeting 16<sup>th</sup> November
3. Approve Code of Conduct & Communications protocol (Sarah- 2mins)
4. Front Room report for November (for information)
5. Town Guide distribution- proposal for mailing to all SN16 9 and 0 areas and reprint (Sarah- 15 mins)
6. Proposal to generate advertising income from Discover Malmesbury website & Town Guide (Sarah/ Angela – 15 mins)
7. Review of Payment Record
8. AOB

Attached documents; Minutes of 16<sup>th</sup> November & Payment Record.  
Next meeting 7pm, 18<sup>th</sup> January at Malmesbury Town Hall.