



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Fax: 01582 861102

Miscellaneous Fees - Offices 2020 - 2021

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Hire of the Small Meeting Room £5 per hour

Photocopying*

	A4		A3	
	Black & White	Colour	Black & White	Colour
Councillors	2p	5p	4p	10p
Members of the Public	13p	16p	15p	21p

* VAT will be charged at standard variable rate

Notes:

- Free use of a Council room is permitted where there is no operational cost incurred or income lost for the following:
 - Any meeting at which an Officer of the Town Council is present;
 - Any Residents meeting organised and attended by Town Councillors;
 - Town Council political group meetings where that political group is elected to the council and where topics for discussion relate to town council business
- Free use of a Council room can be applied for by local voluntary or charitable organisations which will be determined by the Town Clerk
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.