



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor E Cooper**

Tel: 01582 708540

Town Clerk: **Clare Evans**

## Miscellaneous Fees - Offices 2025 - 2026

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member 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 Head of Corporate Services
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.