



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Clerk: **Clare Evans**

Tel: 01582 865463

## Miscellaneous Fees - Offices 2024 - 2025

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 Town Clerk
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.