

~~OCT 08~~

ACA2



# Member's claim form

### About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name in CAPITAL LETTERS

JOHN PENROSE MRV A 62680

Constituency

WESTON-SUPER-MARE 514602  
514500

#### Office use only

Costc

M PENRJWE

Supp/Res ID

[Redacted]

### Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

Please list

Please attach

410020  
RS 25/02/09

Period of claim

from 05/12/2008 to 21/2/2009

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) ~~or rent~~

£ \_\_\_\_\_ : \_\_\_\_\_ p

Food

£ \_\_\_\_\_ : \_\_\_\_\_ p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ 1,375 : 24 p ✓

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

£ 12,189 : 22 p ✓

Repairs/insurance/  
security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 13,564 : 46 p ✓

continued on page 2

BC  
BM

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

[Redacted] Postcode [Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

12/2/09

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Statement of Account

As of 12/02/2009 ✓

Mr J D Penrose & Hon. Diana Mary Harding, ✓

CURRENT

<i>Demand</i>	<i>Date</i>	<i>Type</i>	<i>Reference</i>	<i>Debits</i> £	<i>Credits</i> £	<i>Balance</i> £
			Brought Forward Balance			0.00
152569	03/12/07	RF	B/bfwd Special Levy 5/4/2006	3,148.00	£0.00	3,148.00
162658	12/03/08	SChar	SC 05/04/2008 to 04/10/2008	4,520.61	£0.00	7,668.61
162658	28/03/08	S/ORcd	Service Charge Income Received	0.00	£4,520.61	3,148.00
152569	07/04/08	S/ORcd	Reserve Fund Income Received	0.00	£1,794.00	1,354.00
179376	09/09/08	SChar	SC 05/10/2008 to 04/04/2009	4,520.61	£0.00	5,874.61
179376	22/09/08	S/ORcd	Service Charge Income Received	0.00	£4,520.61	1,354.00
152569	06/10/08	S/ORcd	Reserve Fund Income Received	0.00	£1,354.00	0.00
*	06/10/08	S/ORcd	Service Charge Income Received	0.00	£440.00	(440.00)
				12,189.22	12,629.22	(440.00)



City of Westminster

Postal enquiries should be made to: Westminster City Council, Council Tax, P.O. Box 4009, London, SW1E 6QZ.
Payments should be sent to: Westminster City Council, PO Box 397, Warrington, WA55 1GG.
Telephone: 0845 302 3400 Mini com: 0845 070 0281 (call charges will vary)
Email: WestminsterCouncilTax1@Capita.co.uk

Date of Issue: 17-MAR-2008

MR J PENROSE, MS D HARDING
[Redacted]
Account reference [Redacted]

Address of property
[Redacted]
Property reference [Redacted]

Council Tax demand notice 2008/2009

The property above has been placed in band H. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2008 to 2009 are as follows.

Table with 3 columns: Description, Percentage (%) Change From Last Year, and Amount. Rows include City Of Westminster (0.0% Increase, 755.60), Greater London Authority (2.0% Increase, 619.64), Council Tax for your property 2008 to 2009 (0.9% Increase, 1375.24), and Charge for Period 01-APR-2008 - 31-MAR-2009 (1375.24).

Future bills can be sent by email if you send a request to wccctax.dd@capita.co.uk quoting your Council Tax account number(s) and the email address that you would like them sent to.

Total 1375.24

The amounts shown below are currently payable by Direct Debit. NO FURTHER ACTION IS REQUIRED.

Table with 4 columns: Date of payment, Amount due, Date of payment, Amount due. Rows list payment dates from 01-APR-2008 to 01-JAN-2009 with amounts of 133.24, 138.00, and 138.00.

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