



HOUSE OF COMMONS

03 APR 2009  
09/10

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costc/Cat2  
M FRANHAB  
Allowance 514602

Supp/Res ID

INV. A 653108

514602

~~514602~~

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

DR HYWEL FRANCIS

**Claim details**

Month/period to be claimed

From 01042009 To 23062009

**Subsistence**

(No receipts required)

Number of nights spent  
away from main home

@ £25.00 per night £

Exp type/  
Cat5

**Cost of accommodation**

5878824  
JF 9/4

Mortgage Interest	£ 1262.54	514 631
Hotel	£	514 - - -
Rent (inc deposits)	£	514 - - -
Council Tax/rates	£	514 - - -

**Fixtures, fittings and furnishings**

418912  
SS 14-4-09

£
£
£
£
£
£
Total
£ 1262.54
514 - - -

**Other household costs**

(e.g. service charges, utilities,  
telecommunications, maintenance  
and repairs)

SERVICE CHARGE  
PROPORTIONAL  
FROM 1/04/09 - 23/06/09  
HOUSE INSURANCE

£
£
£ 810.00
£
£ 13.46
£
Total
£ <del>2072.54</del> 514 636
823.46

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 2,086

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

Date 2/04/09

**Data Protection**

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About filling in this form.

If you have any questions about this form,  
please call 020 7219 1340

Send your completed form to:  
Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

APPLICATION FOR RENTS DUE

Dr D.H. Francis MP & Mair Francis

Date: 10 Mar 2009

Our Ref: [REDACTED]

Page No: 1

RE: [REDACTED]

Date	Description	Debit	Credit	Balance
	Balance Brought Forward	878.25		878.25dr
18 Dec 2008	Payment Received - Thank You		878.25	0.00
25 Mar 2009	Ground Rent 25 Mar 2009 to 23 Jun 2009	31.25		31.25dr
25 Mar 2009	Interim S/Charge 25 Mar 2009 to 23 Jun 2009	847.00		878.25dr
	Amount Now Due			878.25dr

PLEASE:

- 1: Make your cheque payable to [REDACTED] and remit to this office.
- 2: Note your reference [REDACTED] on the reverse of your cheque.
- 3: If you require a receipt return this form with your cheque.

THANK YOU

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord: [REDACTED]



HOUSE OF COMMONS

425301  
JE 18/5  
11 MAY 2009

**PAAE 2**

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Coste/Cat2  
MFRANHAB  
Allowance 514602

Supp/Res ID

674607

Member's Name (CAPITAL LETTERS) DR HUWEL FRANCIS Constituency (CAPITAL LETTERS) ABERAVON

Claim details  
Month/period to be claimed From 01 04 2009 To 05 05 2009

Subsistence (No receipts required) Number of nights spent away from main home 8 @ £25.00 per night £ 200 Exp type/Cat5 637

Cost of accommodation Mortgage interest £ 1262.54 514 631  
Hotel £          514 ---  
Rent (inc deposits) £          514 ---  
APRIL AND MAY 09 Council Tax/rates £ 152 514 633  
148.38

Fixtures, fittings and furnishings  
£           
£           
£           
£           
£           
Total £ 1264.54 514 ---

Other household costs (e.g. service charges, utilities, telecommunications, maintenance and repairs)  
5884895  
15/5  
9  
HOME INSURANCE £ 13.46 ✓  
CLEANING £ 9.00 ✓  
£           
£           
£           
£           
Total £ 22.46 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 1,633.38 1637 RR

**Authorisation and declaration**  
✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.  
✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.  
Member's Signature          Date 5/05/09

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City of Westminster

Enquiries by post: Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW
Send payments to: Westminster City Council, PO Box 397, Warrington WA55 1GG
Tel: 0845 302 3400 8.30am to 6pm Monday to Friday
Minicom: 0845 070 0281 (call charges will vary)
Email: WestminsterCouncilTax2@Capita.co.uk



Date of Issue: 16-APR-2009

Form containing account and property details. Fields include: DR FRANCIS (redacted), Address of property (redacted), Account reference (redacted), and Property reference (redacted).

Council tax demand notice 2009/2010

The property above has been placed in band [redacted]. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2009 to 2010 are as follows.

Table showing percentage change from last year for City of Westminster and Greater London Authority, council tax for property 2009 to 2010, and adjustments for a 10% discount period from 01-APR-2009 to 31-MAR-2010.

If you would like us to send your future bills by email, please 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 756.38

If you believe you are no longer entitled to a discount, you must notify the City Council within 21 days or you may be subject to a penalty charge.

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. Lists payment dates from 25-APR-2009 to 25-SEP-2009 and 25-OCT-2009 to 25-JAN-2010, all with an amount due of 76.00.

Vertical text on the right edge of the page.

000374

**Receipt**

Wednesday 1 April 2009 11:37

Spencers Dry Cleaners #1 SS  
Portcullis House  
6 Bridge Street  
Westminster London SW1A 2LW  
020 [REDACTED]  
VAT Reg. No: 714709045

Francis Hywel  
[REDACTED]

Invoice#	Price
03-00470	9.00
Total Due:	9.00
Amount Tendered:	20.00 Cash
Change:	11.00

Thank You!



HOUSE OF COMMONS

21 APR 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

5880155

Office use only  
Costo/Cat2

Supp/Res ID

NO 2214

MFRANHAB

Allowance 514602

660100

Member's Name (CAPITAL LETTERS)

DR HYWEL FRANCIS

Constituency (CAPITAL LETTERS)

ABERAUON

INV. A

514602

514500

**Claim details**

Month/period to be claimed

From

16 04 20 09

To

20

**Subsistence**

(No receipts required)

Number of nights spent  
away from main home

@ £25.00 per night £

Exp type/  
Cat5

**Cost of accommodation**

42118  
JE  
23/4

Mortgage interest £

514

Hotel £

514

Rent (inc deposits) £

514

Council Tax/rates £

514

**Fixtures, fittings and furnishings**

	£
	£
	£
	£
	£
	£

Total £

514

**Other household costs**

(e.g. service charges, utilities,  
telecommunications, maintenance  
and repairs)

ELECTRICITY	£
	£
	£
	£
	£
	£

Total £

124.58

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

124.58

BM

**Authorisation and declaration**

- I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

[Redacted Signature]

Date

✓

16/04/09

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please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA



www.edfenergy.com  
 Any questions?  
**0800 096 9000**  
 Mon-Fri 8am to 8pm  
 Sat 8am to 2pm  
 account number  
 [REDACTED]

**Electricity emergency**  
**0800 028 0247**  
 24 hours a day 7 days a week  
 bill for 31 Dec 08 - 1 Apr 09  
 bill date 2 Apr 09



DR H FRANCIS  
 [REDACTED]



**electricity bill: £124.58**

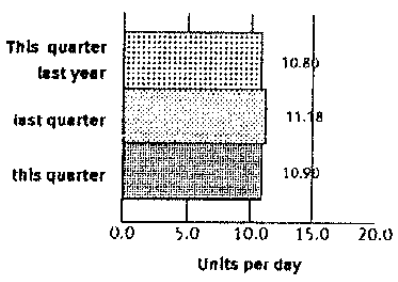
We will take **£124.58** by Direct Debit on or just after 16 April 2009.

**M**

For services at  
 [REDACTED] ✓



**Your average daily electricity usage**



**bill summary**

Amount of last bill	<b>£130.57</b>
Payments	<b>-£130.57</b>
Charges this period	<b>£124.58</b>
Total for this period	<b>£124.58</b>

**Nectar points this quarter**



Nectar points to be claimed	150
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HOUSE OF COMMONS

43/757  
12 JUN 2009  
CP 19/6

**PAAE 2**

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costs/Cat2  
MFRANHAB  
Allowance 514602

Supp/Res ID  
[Redacted]

Member's Name (CAPITAL LETTERS) DR HYWEL FRANCIS Constituency (CAPITAL LETTERS) ABERAVON 690906

Claim details  
Month/period to be claimed From 06 05 2009 To 31 05 2009

Subsistence (No receipts required) Number of nights spent away from main home 5 @ £25.00 per night £ 125.00 Exp type/Cat5 514637

Cost of accommodation 2009/2010

Mortgage interest	£		514	---
Hotel	£		514	---
Rent (inc deposits)	£		514	---
Council Tax/rates	£		514	---

Fixtures, fittings and furnishings

<u>5890334</u>	£			
<u>MB 19/6</u>	£			
	£			
	£			
	£			
	£			
<b>Total</b>	£		514	---

Other household costs (e.g. service charges, utilities, telecommunications, maintenance and repairs)

	£			
	£			
	£			
	£			
	£			
	£			
	£			
<b>Total</b>	£		514	---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 125.00 ✓

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature [Redacted] Date 11/06/09

**Data Protection**

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HOUSE OF COMMONS

- 8 JUN 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costc/Cat2

Supp/Res ID

MFRAN HAR

Allowance 514602

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

DR HUWEL FRANCIS

687304

**Claim details**

Month/period to be claimed

From

01062009

To

06062009

**Subsistence**

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

**Cost of accommodation**

✓ Mortgage interest	£ 1250.00	514	631
Hotel	£	514	---
Rent (inc deposits)	£	514	---
Council Tax/rates	£	514	---

**Fixtures, fittings and furnishings**

5889344  
JE 12/6

Total £ 514

**Other household costs**

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

✓ INSURANCE £ 345.54

Total £ 345.54 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 1695.54

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

Date 06/06/09

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Send your completed form to:  
Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

430532  
99  
15/6/09



**Dr Hywel Francis MP for Aberavon**

**House of Commons  
London  
SW1A 0AA**

05/06/2009

Department of Resources  
House of Commons  
London  
SW1A 0AA

Dear Sir/Madam

**Insurance cover for** [REDACTED]

This letter informs you that I have paid for the insurance for the above in advance and in full. The amount £345.54 represents the balance which will cover me to 21<sup>st</sup> Dec 2009.

I enclose documentation from Lloyds TSB for the above.

Yours faithfully

[REDACTED]

**Dr Hywel Francis MP**

Constituency Office: Eagle House, 2 Talbot Road, Port Talbot SA13 1DH

Tel: [REDACTED] Fax: [REDACTED]

Email: [REDACTED]@parliament.uk

Websites: [www.\[REDACTED\].co.uk](http://www.[REDACTED].co.uk)

[www.\[REDACTED\].co.uk](http://www.[REDACTED].co.uk)

Home Insurance for  
C&G mortgage customers  
Your policy schedule



Policy holder Dr D.H Francis and Mrs M.G Francis  
Property details



Lloyds TSB Insurance  
Tredegar Park  
Newport  
South Wales NP10 8SB

Enquiries 0845 3000 141  
Claims 0845 3001 520

Policy no. [Redacted]

Policy start date 21/12/2004

Period of cover 21/05/2009 to 20/12/2009

Underwriter Lloyds TSB General Insurance Ltd

Type of property	[Redacted]
When your property was built	1870
Do you have a working intruder alarm?	Yes

The policy schedule together with your policy booklet form the contract and should be read carefully and kept in a safe place.

## Cover and premium

£345.48

Total annual cost **£548.77**  
Includes Insurance Premium Tax at 5% £26.13

## What's included in your policy:

Policy section	Description of the type of cover	Limit	Excess	Annual cost
2.	<b>Contents</b> Cover includes:	<b>Including accidental damage</b>		
	Valuables - total	Unlimited	£50	£548.77
	- per single item	£10,000		
	Office equipment	£3,000		
	Lock replacement	£5,000		
	Freezer contents	£500		
	Money & credit cards	£500		
3.	<b>Extended contents</b>	<b>Any one event</b>	<b>£50</b>	<i>Included</i>
	Any single item	£5,000		
		£3,000		
4.	<b>Pedal cycles</b>	<b>Any period of insurance</b>	<b>£50</b>	<i>Included</i>
	Any cycle	£1,000		
		£500		
6.	<b>Legal liabilities</b>	<b>£2,000,000</b>	<b>Nil</b>	<i>At no extra cost</i>
7.	<b>Legal expenses</b>	<b>£50,000</b>	<b>Nil</b>	<i>At no extra cost</i>

## Optional cover that can be added to your policy:

1.	<b>Buildings cover</b>	<b>Not Insured</b>	<i>Quote Available</i>
2.	<b>Specified Items</b>	<b>Not Insured</b>	<i>Quote Available</i>

Your premium of £0.00 will be collected by Direct Debit shortly after the effective date of your change.

continued over the page



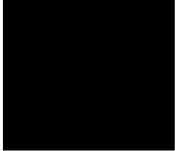
Lloyds TSB  
**Insurance**

Lloyds TSB Insurance  
 Tredegar Park  
 Newport  
 South Wales  
 NP10 8SB

Enquiries Tel: 0845 3000 141  
 Fax: (01633) 468 817

2832/Page 1 of 1

Dr D.H Francis



Policy No:

Our Ref:   
 Your Ref:

Date: 21/05/2009

Dear Dr Francis

I am writing to thank you for your cheque / credit card details for £ 345.54, in relation to your Lloyds TSB Home Insurance policy.

If you have any queries or wish to discuss this further, please feel free to contact us on the above number.

Yours sincerely



David Stoddard  
 Head of Customer Service, Lloyds TSB Insurance

P.S If you would like to know more about how our other insurance products could help you, please log on to our website at [www.insurance.co.uk](http://www.insurance.co.uk) or call into any branch.



HOUSE OF COMMONS

16 JUN 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Cost/Cat2

Supp/Res ID

0002 NPT 91

MFRANHAR

Allowance 514602

691800

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

DR HYWEL FRANCIS

ABERAVON

Claim details

Month/period to be claimed

From

08 06 2009

To

20

Subsistence

(No receipts required)

Number of nights spent  
away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

2009/2010

Mortgage interest £

514

Hotel £

514

Rent (inc deposits) £

514

Council Tax/rates £

514

Fixtures, fittings and furnishings

5890360  
JE 22/6

431871

MB 22/6

Total £

514

Other household costs

(e.g. service charges, utilities,  
telecommunications, maintenance  
and repairs)

~~SERVICE CHARGE~~ 2009/2010  
COUNCIL TAX

£

608

514633

Total £

608

514633

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

608

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

Date 12.06.09

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please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

**Dr Hywel Francis MP  
Aberavon  
House of Commons  
London  
SW1A 0AA**

12/06/2009

Department of Resources  
House of Commons  
London  
SW1A 0AA

Dear Sir/Madam

**Payment re council tax  
Westminster Council account reference [REDACTED]**

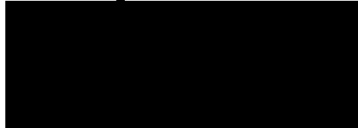
I enclose a letter regarding the full payment for council tax for the year 2009/2010 for the above property.

Also enclose the receipt of payment from Westminster City Council for £608.00

Yours faithfully

[REDACTED]

**Dr Hywel Francis**



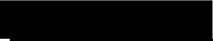
12/06/2009

Westminster City Council  
PO Box 397  
Warrington  
WA55 1GG

Dear Sir/Madam

**Payment re council tax**

**Account reference**



**Property Reference**



I enclose a cheque of £608 which represents full payment for council tax for the year 2009/2010 for the above property.

I enclose a stamped addressed envelope for you to send me a receipt of payment.

Yours faithfully





City of Westminster

Date received 08.26.09

Cheque/Postal Order received for Reference/Notice Number: [REDACTED]

Amount: £608.00

*With Compliments*  
16





HOUSE OF COMMONS

Member's Reimbursement Form

Personal Additional Accommodation Expenditure (PAAE)

6002  
10 JUN 2009

Office use only  
Costs/Cat5

MFRANHAB  
Allowance: \$14602

PAAE 2

Supp/Res ID

Member's Name (CAPITAL LETTERS) DR HYWEL FRANCIS Constituency (CAPITAL LETTERS) ABERAVON 689307

Claim details  
Month/period to be claimed From 24 06 2009 To 28 09 2009

Subsistence  
(No receipts required) Number of nights spent away from main home            @ £25.00 per night £            Exp type/ Cat5           

Cost of accommodation 5889872 Mortgage interest £            514 \_\_\_  
MB 17/6 Hotel £            514 \_\_\_  
 Rent (inc deposits) £            514 \_\_\_  
 Council Tax/rates £            514 \_\_\_

Fixtures, fittings and furnishings 430979 £             
JE 17/6 £             
 £             
 £             
 £             
 Total £            514 \_\_\_

Other household costs £847.00 SERVICE CHARGE AND  £            636  
£31.25 GROUND RENT  £ 878.25 632  
 £             
 £             
 £             
 Total £            514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 878.25

Authorisation and declaration

- I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

Date 6/06/09

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 HMRC. 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).

APPLICATION FOR RENTS DUE

Dr D.H. Francis MP & Mair Francis

Date: 4 Jun 2009

Our Ref:

Page No: 1

RE:

Date	Description	Debit	Credit	Balance
	Balance Brought Forward	878.25		878.25dr
17 Mar 2009	Payment Received - Thank You		878.25	0.00
24 Jun 2009	Ground Rent 24 Jun 2009 to 28 Sep 2009	31.25		31.25dr
24 Jun 2009	Interim S/Charge 24 Jun 2009 to 28 Sep 2009	847.00		878.25dr
	Amount Now Due			878.25dr

PLEASE:

- 1: Make your cheque payable to [REDACTED] and remit to this office.
- 2: Note your reference [REDACTED] on the reverse of your cheque.
- 3: If you require a receipt return this form with your cheque.

THANK YOU

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord:- [REDACTED]

<b>Finance and Administration</b>	<b>Reason for Amendment:</b>  Correction to expenditure type (cat 5) re: PAAE 2009/10 Hywel Francis MP
Prepared by: <i>(print and sign)</i> [Redacted]	
Authorised by: <i>(print and sign)</i> [Redacted]	
Date: 01/09/2009	

Transfer Description	Account Code								Debit £	Credit £
		Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7		
Corr/exp type/trans [Redacted]	[Redacted]	MFRANHAB	09 10				514632			31.25
Ground rent	[Redacted]	MFRANHAB	09 10				514636		31.25	
<b>Total</b>									31.25	31.25

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: .....

Input by: *(Signature)* .....

Date Input onto Computer: .....

Checked by: *(Signature)* .....