



Member's claim form

09/10 INV. A

514602

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.

514500 672005

Your details

Name in CAPITAL LETTERS

SIR MICHAEL SPICER MP

Constituency

WEST WORCESTERSHIRE

Office use only

Costc

MSPICMWO

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.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

RR 5884266 MB 13/5

Period of claim

from 01/03/09 to 31/03/09

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

424729 50/13

14636 Service/maintenance

£ ~~501~~ 50 p - house maintenance

Repairs/insurance/security

£ 493 70 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ ~~501~~ 50 p

493 70



15<sup>th</sup> April 2009

PAY FOR MARCH 2009 (Maintenance)  
59 HOURS @ £8.50 PER HOUR

Gross	£	501.50	- £ 7.80	= £493.70
NI				
Tax		100.30		
		<u>£401.20</u>		

**EXPENSES**

- £10.00 (petrol for 2 mowers)
- £ 7.80 (36 Geranium Plants) ×
- £ 4.25 (Fertilizers for soft fruit etc)

~~£22.05~~ £14.25

**TOTAL PAY**

£401.20 + ~~£22.05~~ = £ 423.25



HOUSE OF COMMONS

09/10 07 MAY 2009

PAAE 2

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

Office use only  
Costs/Cat5

MSPICMWO

Allowance: \$14602

Stamp/Res ID

670708

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

SIR MICHAEL SPICER MP

WEST WORCESTERSHIRE

Claim details

Month/period to be claimed

From 01042009 To 01052009

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

5884732  
MB 15/5

425167 15/5

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

514 ---

Council Tax/rates £

277.24

514 633

Fixtures, fittings and furnishings

£	
£	
£	
£	
£	
£	
£	
Total	£ 514 ---

Other household costs

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

FOR APRIL 09 - MARCH 10

LEGAL & GENERAL INSURANCE

£ 2,356.18

CLEANING

£ 297.50 ✓

ELECTRICITY BILL

£ 457.56 ✓

Total

£ 3111.24

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 £ 3,388.48 ✓

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

5/5/09 ✓

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).

About filling in this

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

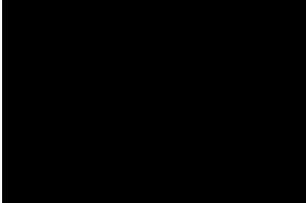
**Wychavon District Council**  
 Revenues & Benefits  
 PO Box 11  
 Pershore  
 WR10 1PU  
 Tel: 01386 565130  
 Fax: 01386 565580  
 email: revenues@swrbss.org



091600

00044 / 51212110 / 00113 / 1747106LC

Sir Michael Spicer



Account number: 

Date of issue: 2 March 2009

Property address (if different)

**Annual Council Tax Bill 2009/2010**

WORCESTERSHIRE COUNTY COUNCIL  
 WEST MERCIA POLICE AUTHORITY  
 HEREFORD & WORCESTER FIRE AUTH  
 WYCHAVON DISTRICT COUNCIL  
 CROPTHORNE

**Percentage change**

2.9 %  
 4.9 %  
 4.9 %  
 2.5 %  
 -90.2 %

**Amount**

£2027.44  
 £347.24  
 £143.14  
 £212.76  
 £3.66

**Full Year Charge for a property in Band H**

Charges are for properties in Cropthorne where the precept is £475.00

**2.0 %**

**£2734.24**

Council Tax for the period 01 Apr 2009 to 31 Mar 2010

£2734.24

Total Charge

£2734.24

**Total Amount Due**

**£2734.24**

**This bill is payable by DIRECT DEBIT 1ST OF THE MONTH as follows:**

<b>Date Due</b>	<b>Amount Due</b>	<b>Date Due</b>	<b>Amount Due</b>
01 Apr 2009	£277.24	01 Sep 2009	£273.00
01 May 2009	£273.00	01 Oct 2009	£273.00
01 Jun 2009	£273.00	01 Nov 2009	£273.00
01 Jul 2009	£273.00	01 Dec 2009	£273.00
01 Aug 2009	£273.00	01 Jan 2010	£273.00

Enquiries  
**0870 900 3110**

Claims  
**0870 900 5565**

Lines open Monday to Friday 8am to 8pm. Saturdays 9am to 1pm.  
For your protection we may record and monitor calls. Calls are charged at the national rate.



Sir W M H Spicer



✓

Legal & General  
Insurance  
Centre City House,  
5 Hill Street,  
Birmingham, B5 4US  
www.legalandgeneral.com

16 March 2009

Dear Sir Spicer,

### Your home insurance renewal

Thank you for choosing Legal & General.

Please find enclosed your revised renewal pack. Your renewal date is 1 April 2009 and we have enclosed a schedule which details your cover for the next 12 months. The annual premium is £2,356.18, which includes insurance premium tax at 5% and is inclusive of any no claim discount.

Please carefully check your policy schedule and statement of fact to ensure the details are correct. You need to consider whether the extent of cover and sums insured are still adequate for your requirements. If any amendments are required, please contact us immediately.

### How to renew your cover

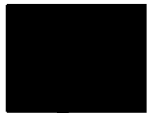
Please call us on 0870 900 3110 with your bank account details if you wish to pay by direct debit, or your credit or debit card details.

If you decide that you do not want this policy after it has been renewed, we will refund any premium already paid for the unexpired period of cover, provided that you notify us no later than 14 days after the renewal date.

Should you need to make a claim, however, that's when you'll really understand the advantages of dealing with one of the biggest and most experienced names in insurance. Our claims consultants will guide you through our 'hassle-free' process.

Of course, if there's anything further you'd like to discuss regarding this policy, or if you require a copy of your policy booklet, our Customer Services team will be pleased to help on 0870 900 3110. We are open between 8am to 8pm Monday to Friday and 9am to 1pm on Saturdays. Call charges will vary. We may record and monitor calls.

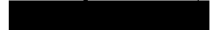
Yours sincerely,



Baljit Takhar  
Customer Services Manager

### Details

#### Policy number



#### Policyholder

Sir W M H Spicer

#### Policy type

Home Insurance

#### Renewal date

1 April 2009

#### No claim discount - buildings

3 Years / 20%

#### No claim discount - contents

3 Years / 20%

#### Total premium

£2,243.98

#### Insurance premium tax

£112.20

#### Total amount payable

£2,356.18

If this policy has been purchased using an agent you may have received advice, however we need to make you aware that Legal & General Insurance Limited as the product provider does not provide advice or a personal recommendation about the suitability of this insurance.

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**0870 900 3110**

Claims  
**0870 900 5565**

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www.legalandgeneral.com

## Renewal Notice

<b>Policyholders:</b>	Sir W M H Spicer Lady P A Spicer	
<b>Policy number:</b>	[REDACTED]	
<b>Renewal Date:</b>	1 April 2009	
<b>Total Premium</b>	<b>Insurance Premium Tax</b>	<b>Total Amount Payable</b>
£2,243.98	£112.20	£2,356.18
<b>How to pay</b>		
<b>1. By Monthly Direct Debit</b> Spread your premium over a minimum term of 12 months. Call us with your bank details.		
<b>2. By Annual Direct Debit</b> You can arrange to pay by one annual Direct Debit. Call us with your bank details.		
<b>3. Annually by Credit or Debit Card</b> Call us with your Mastercard, Visa, Maestro or Delta card details.		
<b>4. Annually by Cheque</b> Make cheques payable to Legal & General Insurance Limited and return with the payment counterfoil in the prepaid envelope provided. Please write your policy number(s) on the reverse of the cheque.		
Please note there is a service charge for payment by monthly Direct Debit. (Typical APR 13.7%). For details of the Direct Debit Guarantee, please see the reverse of this document.		
Please call us on 0870 900 3110 between 8am and 8pm Monday to Friday and 9am and 1pm on Saturdays to renew your cover for a further 12 months. It's simple and our staff will be happy to help you.		

### Payment Counterfoil

Please debit my account with the amount due. My card details are:

        Cheque

Card Number

Start Date  /  Expiry Date  /

Signature \_\_\_\_\_

Please print your name and address as known to your card issuer.

\_\_\_\_\_  
\_\_\_\_\_

Enquiries  
0870 900 3110

Claims  
0870 900 5565

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## Statement of fact

**Important: Please check the information in this document is correct and complete.**

Policy number:	[REDACTED]
Date of issue:	16 March 2009 For 2009/2010
Version:	020

### Information provided by you on which your policy is based

Please check this information carefully and call us immediately if anything is untrue or incomplete so we may send you new documents. It may be that different information could change your premium or even mean that we don't offer you insurance.

You must tell us about all information likely to influence our assessment and acceptance of your insurance. If you don't, we may not be able to settle your claim, or it may make your policy invalid. If you're not sure if you need to tell us, please tell us anyway. If you deliberately do not tell us the truth or fail to provide information we ask for, this will be considered as fraud.

You should keep a record of all information that you supply to us.

**You need to tell us if there are any changes in your circumstances during the period of insurance that may affect your policy.**

**This is your copy and should be kept with your policy documents**

### About you

- Your name: Sir W M H Spicer
- Your date of birth: [REDACTED]
- Your occupation: Member Of Parliament
- Joint Policyholder: Lady P A Spicer
- Their date of birth: [REDACTED]
- Their occupation: Housewife
- Cover is to be in joint names
- You are the owner occupier of the property insured
- Neither you nor anyone else normally resident with you have sustained any non-motoring convictions and there are no pending prosecutions (except as notified to and accepted by us)

### About the Property Insured

#### The Insured Property:

- Is your main residence
- You have been resident there for more than 12 months
- Is a detached house
- Has five bedrooms
- Was built in 1600
- Is constructed of brick/timber frame and roofed with tile

10.1 / SEC 6. THE / 4141.0

- Is in a sound state of repair
- Is not used for any trade, profession or other commercial purpose
- Is occupied solely by you and your family (and any domestic employees)
- Is regularly unoccupied weekdays
- Will not be left unoccupied for a period exceeding 40 days
- Is situated in a neighbourhood watch area
- Is fitted with a smoke alarm

#### Security

- 
- 
- 

#### Buildings

- The cost of rebuilding the property insured does not exceed £674,340
- You are not aware of any past or existing structural damage to the property insured. It has not been underpinned or provided with other means of structural support (other than as disclosed to and accepted by us).

#### Contents

- £177,130 is adequate to replace as new all of the contents of your home including high risk property, totalling not more than £55,520.

High risk property is defined as articles of jewellery, pearls, gemstones, gold, silver or precious metal, pictures, works of art and curios, stamp or coin collections, computers, clocks, watches, cameras, camera equipment and binoculars.

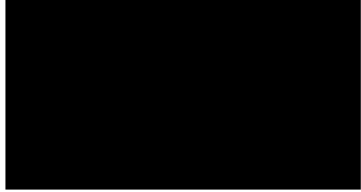
- No high risk article is worth more than £6,000.

#### Personal Possessions

- Unspecified clothing, personal belongings and valuables up to £7,082 with a single article limit of £1,500.
- Personal money up to £200
- Specified articles as detailed in the enclosed schedule

**If you agree with the information contained in this statement please keep it in a safe place as a record along with other correspondence relating to this policy. You do not need to return this statement to us.**





27<sup>th</sup> April 2009 ✓

PAY FOR APRIL 2009  
35 hours @ £8.50 per hour

	£	✓
Gross	297.50	
NI	-	
Tax	59.50	
	<hr/>	
	£238.00	

SIR M SPICER



512

Your account number  
[Redacted]

Date of issue  
21st April 2009  
This is not a tax invoice


# your amended electricity bill

This is the amount you've spent on electricity  
from 17-Dec-2008 to 20-Apr-2009

Please pay us by **05-May-2009** **£457.56** debit

Totally based on your meter reading  
Your usage has been accurately calculated as we've used an up-to-date  
meter reading. This may include adjustments for any previous under or  
over estimating.

 **Customer Service**  
8am-8pm Mon-Fri,  
8am-6pm Sat  
**0845 070 4857**

 **EMERGENCIES**  
Loss of electricity supply  
**0800 328 1111**  
Enquiries & Complaints, Central  
Networks, Herald Way, Pegasus  
Business Park, Castle Donington,  
Derby, DE74 2TU

*Handwritten signature*