## REGISTRATION: Const. Office





MP Name: 0389 Andrew Rosindell (Romford BC)

Reference No.: 161,040 Constituency Office





REG FORM NO 161040

			OFFIC	E				
		(p	olease de	elete)				
Landlord details: Name and address	Romford Conservative Association				Political party/association? Valuation Required		Yes	
MP/Tenant(s) name as stated on the lease	Andrew Rosindell				-	stituency:		
Address of property Leased:	Margaret Thatcher House 85 Western Road Romford RM1 3PB				Within boundaries set by the scheme?			
Lease Start Date	01/04/12				Rent commencement date if difference from start date?			3
Lease End Date/Ongoing?	Ongoing				Details of last registration			
Number of dependants registered?								
Rent Payment Details	£	MONTHLY	Add VAT?	Valuation figure?	n Payment perio		od	Date rent is due  1st Month
Rent inclusive of other costs? If so what?	Rent includes charges for utility bills, business rates, cleaning and insurance, car park space							
Deposit amount								
Details of Service charge payable?								
Sharing accommodation?	claimed:			Is there are shared cost agreement attached to the lease? Please state percentage share for MP				
Any Other Information	Percentage charged to MP for cost towards redecoration and refurbished is reduced year on year. MP to submit recharge invoice from landlord together with receipts confirming cost							

Signed by Team Leader .

Date 7/9/2012

Print Name...

## **SERVICES & FACILITIES AGREEMENT**

5 6 3

between

## **Andrew Rosindell MP**

Member of Parliament for Romford and the

## **Romford Conservative Association**

- 1) The Agreement between Andrew Rosindell MP and the Romford Conservative Association will be to pay the sum of £7,000.00 per annum/£583.00 per month for services and facilities provided by the Romford Conservative Association at "Margaret Thatcher House" 85 Western Road, Romford, as follows:
  - a. Full and unrestricted use of all the rooms at 85 Western Road, including sole use of the small room at the rear as the MP's private office; the storage and archive room upstairs; a 75% use of the front office and; occasional use of the main room for meetings, surgeries or events.
  - b. Shared use of all facilities at 85 Western Road, including telephones, photocopier, folding machines, computers, printers and the risograph (including the use of plain white paper and inks), stationery and all equipment maintenance costs, etc.
  - c. The MP's staff and support team will have full access to the offices and facilities to carry out work on behalf of the MP, without hindrance and whenever they consider it necessary to do so. Appropriate keys will be issued to them by the House Chairman of the Association, on the instruction of the MP.
  - d. Display of MP's Notice Boards and Information signs on the premises, at the front of the building, on the side walls and inside 85 Western Road.
  - e. Use of the car park at any time for the MP and for his staff and support team, however this would mostly be after working hours or weekends.
  - f. This payment would also cover the MP's share of the costs of all utility bills, council tax, cleaning and building maintenance.
- 2) The redecoration and refurbishment of both the front and back offices at Margaret Thatcher House will be the responsibility of the MP, subject to the costs being approved by the Independent Parliamentary Standards Authority (IPSA). In the event of the Romford Conservative Association changing the terms of this agreement or restricting access to the offices or facilities in any way, without the written consent of the MP in the first year of the agreement, the full cost of all the redecoration and refurbishments will be paid back to IPSA by the Romford Conservative Association. Should this happen in the years that follow, the repayment of redecoration and refurbishments would be repaid in reducing increment of 20% for each year thereafter. For example in the second year of the agreement 80% repayment, in the third year 60% repayment, in the fourth year 40% repayment and in the fifth year 20% repayment. After five years from this date this agreement is signed, this clause would not apply.

- 3) Should either the Romford Conservative Association or the MP decide to cancel this agreement, then notice of three months must been given in writing to the other party.
- 4) The amount is subject to review on 1st April each year.
- 5) This agreement is subject to the rules laid down by Independent Parliamentary Standards Authority.

Signed

Date 21 st July 2012

Date 21 July 2012.

Andrew Rosindell M.P.

Chairman, Romford Conservative Association

Member of Parliament for Romford

















