

Email**RE: FW: [REDACTED] /B...**Status Reason
SentOwner
[REDACTED]**Email****From** <Enquiry>**Created On**

01/12/2020 17:41

To**Date Sent**

01/12/2020 17:53

Cc**Delay Email Until****Bcc****Subject**

RE: FW: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Workop Tracking ID:0261000402

Send to Secondary Email Address?

No

Regarding FW: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Workop**Dear** [REDACTED]

I hope you are well.

Please find attached the remittance for the rent payment for the office at 16 Bridge Place that was made today, this payment should clear into the agents account within 3-5 business days.

I can confirm the direct rent payment has also been set up by our Finance team to pay £3000.00 quarterly commencing on 24/12/2020.

If you require any further assistance, please respond directly to this email or book a telephone call with a member of the MP Support or Payroll team by clicking [here](#).

Kind regards,

[REDACTED]
Account Manager**Attachments**

| File Name | |
|---|--------|
| Brendan Clark smith office Remittance.pdf | |
| 1 - 1 of 1 (0 selected) | Page 1 |

Independent Parliamentary Standards Authority

www.theipsa.org.uk
info@theipsa.org.uk
@ipsauk

We are working remotely until further notice. Information and guidance is available on our [information website](#). MPs and staff can book a call with a member of the MP Support or Payroll teams [here](#).

----- Original Message -----

From: [REDACTED]**Received:** 30/11/2020 21:40**To:** <Enquiry>**Subject:** RE: FW: [REDACTED] /Brendan Clarke-Smith MP -

16 Bridge Place, Worksop Tracking ID:0261000402

Dear [REDACTED]

Thank you for this.

Kind regards,

 Image result
for portcullis
logo**Brendan Clarke-Smith MP**

Telephone: 01909 738 956

Web: BrendanClarkeSmith.com

Facebook: @Brendan4Bassetlaw

Twitter: @Bren4Bassetlaw

Constituency Address: [16 Bridge Place, Worksop, Nottinghamshire, S80 1JS](#)

London Address: House of Commons, Palace of Westminster, London, SW1A 0AA

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From: IPSA Info [Mailbox] <Info@theipsa.org.uk>**Sent: 30 November 2020 18:40****To:** [REDACTED]**Subject: RE: FW: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop Tracking ID:0261000402**

Dear [REDACTED]

Thank you for your time today and for sending through the requested documentation.

Please be advised, we have now processed the Property Amendment form IPZZ4411459. We have requested that our Finance team make a payment of £2,448.28 to pay the rent for the period 15/10/2020 -24/12/2020, we expect this payment will be included in tomorrow's payment run, payments typically take 3-5 business days to clear. From the 24/12/2020 a quarterly payment of £3000.00 will be made direct to the agent until 14/10/2025

Please note, from the correspondence provided I can see that the agent requests a unique reference is used. Unfortunately, our payment system does not accommodate individual reference preferences and so all rent payments are made using the reference 'IPSA Rent'.

I have requested that a copy of the remittance is emailed to [REDACTED] each quarter to help them allocate these payments. This will begin from 24/12/2020. Once the payment has been made in

tomorrows run, I will email through the relevant remittance advice so that you forward this on to the landlord for this payment.

If you require any further assistance, please respond directly to this email or book a telephone call with a member of the MP Support or Payroll team by clicking [here](#).

Kind regards,

[REDACTED]
Account Manager

Independent Parliamentary Standards Authority

www.theipsa.org.uk


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----- Original Message -----
From [REDACTED]
Received: 30/11/2020 15:56
To: <Enquiry>
Subject: FW: [REDACTED] / Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

FAO [REDACTED]

 **Image result for portcullis logo**

[REDACTED] | **Brendan Clarke-Smith MP**

Telephone: 01909 738 956

Web: BrendanClarkeSmith.com

Facebook: [@Brendan4Bassetlaw](#)

Twitter: [@Bren4Bassetlaw](#)

Constituency Address: [16 Bridge Place, Worksop, Nottinghamshire, S80 1JS](#)
London Address: House of Commons, Palace of Westminster, London, SW1A 0AA

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From: [REDACTED]

Sent: 20 November 2020 15:34

To: [REDACTED]


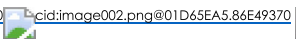
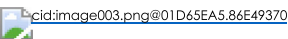
Subject: FW: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

I have a copy of the attached which was issued a few months back. This confirms the bank details shown on the applications, will this suffice?

I've also attached another copy of the contact sheet, are you able to have this completed and returned to me.

Regards,

[REDACTED]
[REDACTED]
Credit Controller

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 cid:image004.jpg@01D65EA5.86E49370

Postal Address:

 cid:image007.jpg@01D65EA6.258BCF70

 cid:image008.jpg@01D65EA6.258BCF70

 cid:image017.png@01D65EA5.86E49370

From: [REDACTED]

Sent: 20 November 2020 15:40

To: [REDACTED]

Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Dear [REDACTED]

IPSA who pay our bills have asked for a letterheaded letter from you, stating you are acting on the landlords behalf with the relevant bank details.

They will then process the payment and BACS over the outstanding rent.

Kind regards,

 Image result
for portcullis
logo

Brendan Clarke-Smith MP

Telephone: 01909 738 956

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From: [REDACTED]
Sent: 20 November 2020 14:16
To: [REDACTED]
Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Mr [REDACTED]

Are you able to confirm a payment has been released to settle the £2,448.28 rental charge. This is overdue for settlement and does require immediate attention.

Regards,

[REDACTED]
[REDACTED]
Credit Controller

[REDACTED]

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 cid:image004.jpg@01D65EA5.86E49370

Postal Address:

[REDACTED]

cid:image007.jpg@01D65EA6.258BCF70

cid:image008.jpg@01D65EA6.258BCF70

cid:image017.png@01D65EA5.86E49370

From: [REDACTED]

Sent: 19 November 2020 17:20

To: [REDACTED]




Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Workso

Good afternoon,

The rental charge of £2,448.28 remains outstanding. Can you confirm that a transfer of funds has been processed, if you require further details to arrange this, please let me know as the bank account to be credited was detailed in the email below.

Regards,

[REDACTED]
[REDACTED]
Credit Controller
[REDACTED]

cid:image001.png@01D65EA5.86E49370 cid:image002.png@01D65EA5.86E49370 cid:image003.png@01D65EA5.86E49370

[REDACTED]
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cid:image007.jpg@01D65EA6.258BCF70

cid:image008.jpg@01D65EA6.258BCF70

cid:image017.png@01D65EA5.86E49370

From: [REDACTED]

Sent: 16 November 2020 09:24

To: [REDACTED]

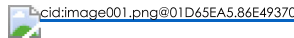
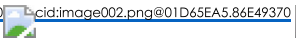
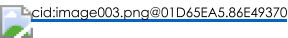
Subject: RE: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Workso

Good morning,

Unfortunately, the option to take card payments over the phone isn't available for this landlord. If you can arrange an online banking payment of £2,448.28 to credit [REDACTED] with the reference of [REDACTED] the balance will be reduced to nil.

Regards,

Credit Controller

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 cid:image004.jpg@01D65EA5.86E49370

Postal Address:

 cid:image007.jpg@01D65EA6.258BCF70
 cid:image008.jpg@01D65EA6.258BCF70
 cid:image017.png@01D65EA5.86E49370

From: [REDACTED]
Sent: 13 November 2020 17:07
To: [REDACTED]
Subject: RE: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place,
Worksop [REDACTED]

Dea [REDACTED]

Thank you for this, can I make the payment over the phone with a bank card?

Kind regards,

 Image result
for portcullis
logo

Brendan Clarke-Smith MP

Telephone: 01909 738 956

Web: BrendanClarkeSmith.com

Facebook: @Brendan4Bassetlaw

Twitter: @Bren4Bassetlaw

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From: [REDACTED]
Sent: 13 November 2020 12:31
To: [REDACTED]
Subject: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Good morning,

16 Bridge Place, Worksop

Following the commencement of the lease at the above property, the apportioned rental charge has been raised for the period of 15/10 – 24/12 at £2,448.28 which is now payable. From the end of December, the charge will be raised at the full quarter value of £3,000.

I've attached a copy of the application for the current charge, and request payment of the £2,448.28 charge. The banking details to be credited are shown on the paperwork, but for confirmation, these are; [REDACTED]

[REDACTED] Please quote the reference [REDACTED] with the transfer.

Also attached is a contact sheet which I would appreciate being completed and returned to me. This will ensure the correct details are held on file for future use.

Regards,

[REDACTED]
[REDACTED]
Credit Controller
[REDACTED]

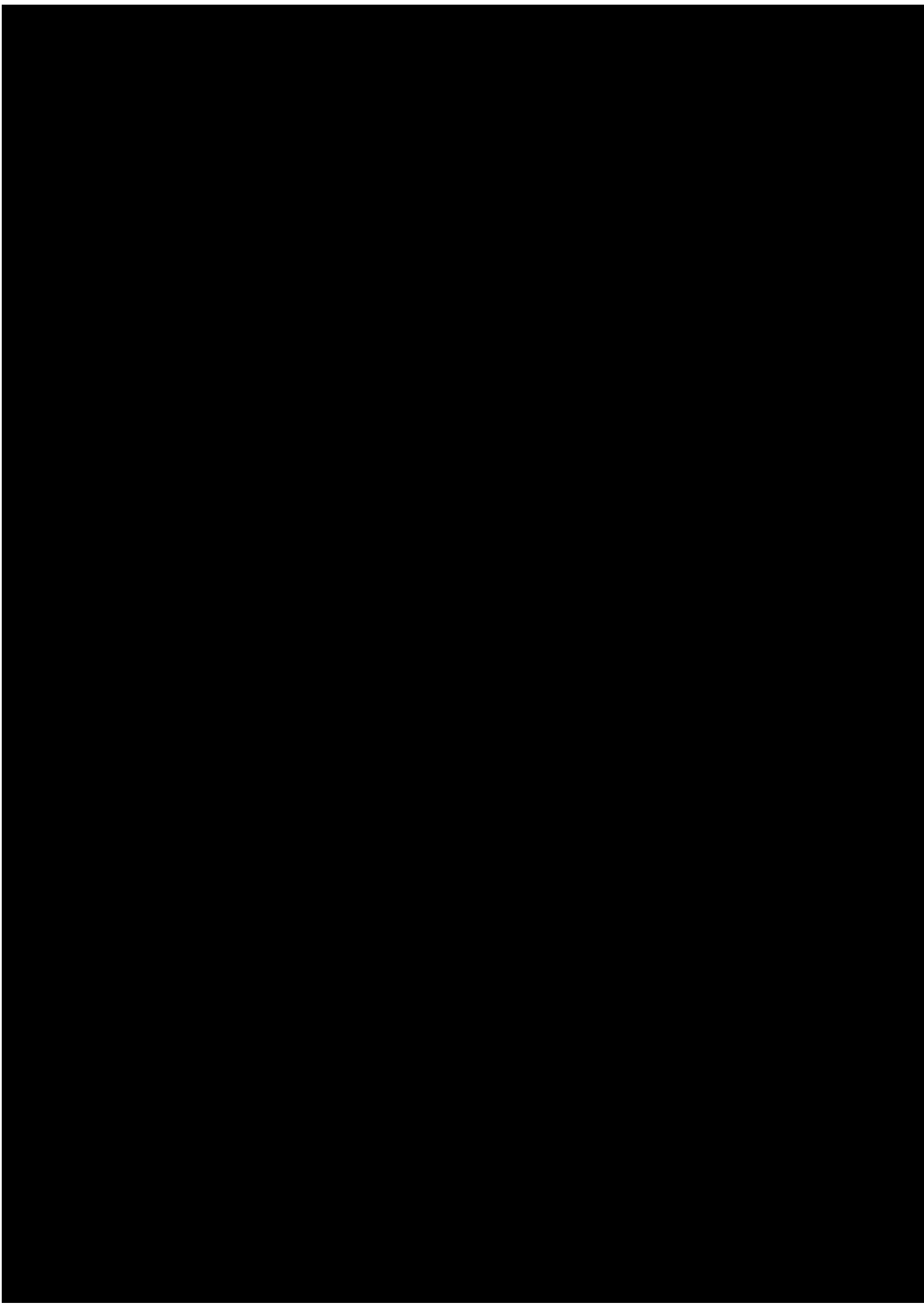

[REDACTED]

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 cid:image004.jpg@01D65EA5.86E49370

Postal Address:
[REDACTED]

 cid:image007.jpg@01D65EA6.258BCF70
 cid:image008.jpg@01D65EA6.258BCF70



[The page contains a large, faint, and mostly illegible watermark or bleed-through from the reverse side. The text is mirrored and difficult to decipher, but appears to be a formal document or letter.]