

# Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a)  
and 5B, MC Rules 1981, r 70)



<b>Statement of</b>	Glen Chester	
Age if under 18	Over 18	(If over 18 insert 'over 18')

This statement (consisting of 2 pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe true.

Dated the 11<sup>th</sup> day of March 2009

Signature G. Chester

I am employed by Post Office Ltd part of the Royal Mail Group as a Contracts Advisor. I have worked for the Post Office® for 28 years, of which the last 3 years or so has been as Contracts Advisor. My responsibilities include the consistent deployment of all agency policies and procedures relating to the contract for services of Sub- Postmasters, within a defined geographical area. Furthermore, I advise Business Development Managers and other appropriate sections and business units, of the various conditions of the Sub-Postmaster's contract. Sub-Postmasters are not employees of the Post Office®, but operate under a contract to provide services on behalf of Post Office Ltd. Sub-Postmasters usually locate the actual Post Office in premises in which they also run a private business. Under the terms of the contract, Sub-Postmasters have sole responsibility for all stock and cash, and for all daily and weekly accounting and administration in respect of the Post Office®. From records held I could state Mr Julian Wilson was the Sub-Postmaster at, Astwood Bank Post Office from 7<sup>th</sup> November 2002 to 11<sup>th</sup> September 2008, when his contract for services was suspended. The records to which I refer in this statement form part of the records relating to the business of Post Office Ltd and were compiled during the ordinary course of business, from information supplied by persons who have, or may reasonably be supposed to have, personal knowledge of the matter dealt with in the information supplied, but are unlikely to have any recollection of the information. As part of the Contract signed by the Sub-Postmaster prior to appointment, section 12 specifically deals with the responsibilities the Sub-Postmaster has, for the Post Office cash and stock supplied to him/her by the Post Office to run the office. The Sub-

Signature G. Chester

Signature witnessed by

## Witness Statement

*(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)*

Continuation of statement of Glen Chester

Postmaster is ultimately responsible for any actions taken by staff employed by him/her in relation to carrying out Post Office duties which result in the loss/theft of Post Office cash or stock, any such resulting loss must be made good to the Post Office immediately by the Sub Postmaster regardless of who within their employment caused the loss. The contract also provides guidance as to how Post Office funds should be handled especially if the Sub Postmaster has within the same site another business. If this is the case the two Businesses must be run independently of each other and cash or stock supplied specifically for Post Office purposes remains the property of the Post Office and under no circumstances can cash from the Post Office side of the business be used for any private business or personal use by the Sub Postmaster. In the course of running the business, whether it be dual businesses under the one roof or just a Sub Post Office at the site, all utility bills, rent payments or any other business related bills including personal bills pertaining to the Sub-Postmaster must be paid for by the Sub-Postmaster either from the remuneration paid to him/her by the Post Office or from their own personal funds, on no account should Post Office funds be used to pay such bills. There is no facility for "credit" at the Post Office® and therefore all purchases from the Post Office® till, by both the Postmaster or customers, must be paid for at the time and the amount of the sale transacted via the Post Office® HORIZON computer system. The Sub Postmaster is also responsible for ensuring that accounts of all stock and cash entrusted to him/her by Post Office Ltd are kept in the form prescribed by Post Office Ltd and that proper accounting practices are adhered to in line with Post Office Ltd procedures. I now produce a copy from Section 12 of the Sub Postmasters contract as GC/01.

Signature G. Chester

Signature witnessed by