

TR No. and Year MO10	No of Regd Papers <input type="checkbox"/> POSIS proforma received	Name of Office Region WORSTEAD	Code No. 226 136
CAUSE OF CHANGE <input type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF		Name of former Subpostmaster MRS ALLISON HENDERSON.	Name of new Subpostmaster Temp Subpostmaster POCL Staff
From _____ To _____ WK No _____		Deficiency £ _____	Deficiency made good £ _____
		Surplus £ _____	Surplus withdrawn £ _____
ACTION	DATE	ACTION	DATE

POLTD 10910/0167

APPOINTMENT PAPERS

ALL OPEN ITEMS 25/08/10
COMMUNITY EAST.

FSP 280

TR No. and Year 2010.	No of Regd Papers POLTD 10910/0167 <input type="checkbox"/> POSIS proforma received	Name of Office Region WORSTEAD NT & EA.	Code No. 226 136
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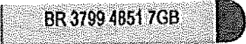
CAUSE OF CHANGE <input type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input checked="" type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF	Name of former Subpostmaster CUSTOMER NUMBER 1005448 MRS. ALLISON HENDERSON	MAS RETAIL SIDE LIVING IN PO PLANNING
	Name of new Subpostmaster Temp Subpostmaster POCL Staff TEMP MRS. LAXMI DHOLAKIA AS OF 16.02.10	

From 02.07.1997 To 10.02.2010 WK No _____

Deficiency £ 11,957.78 Deficiency made good £ _____

Surplus £ _____ Surplus withdrawn £ _____

ACTION	DATE	ACTION	DATE
AUDIT REPORTS TO FILE. CHANGE LETTER DATED 22/01/10. TO FILE. SUSPENDED FOR USING POL MONEY FOR PRIVATE PURPOSES & FALSIFYING ACCOUNTS. Resigned to avoid termination, debarred. 23/02/10. Email to HR for :- (seen to have 2 different dates). Start date of contract 02/07/1997 N.I. No: WE666640B D.O.B.: 22/08/1959 Forwarding address: Back St, Worstead, North Walsham, NR289RW Email to NSANORISLES for appointment papers Care with Sel, Off Sel spreadsheet :- Decision received 26/05/10. Don decision PROSECUTE	24.02.10. 23/02/10. 23/04/10.	Email to Sel for update. Email from Sel. asks Christophe Knight to Respond. Email from Chris. He has posted her a Summons to Court today. He has no problem about me contacting her about the debt. P.O. ADDRESS IS: WORSTEAD P.O. BACK STREET NORTH WALSHAM NR28 9RW. TEL: 01692 535587. Spoke to Chris Knight. Confirmed address as P.O.	12.07.10. 12.07.10. 12.07.10. 15.07.10.

ACTION	DATE	ACTION	DATE
1ST sent by Pat for £11,957.78 & signed by Ann. 	15.07.10	Andrew G has answered various questions from now Williams, one for former - now debt was repaid?	2/09/14
Letter from Belmores Solicitors saying no payments will be received till proceedings concluded.	02/08/10	Email to now, debt was paid by cheque received by Andrew Daley in security for the full amount of £11,957.78. This was repaid to me account 14th December 2010 and the file was then closed.	9/09/14
Letter sent to Belmores in response - want write again	02/08/10		
Email to Chris Knight & copied him sub letter, don't know why he said write anyway.	02/08/10		
Email to Sel for update	10/08/10		
Sel will keep me updated, she is currently in the court process (being prosecuted) Don't know anymore than I already did!	13/09/10		
Cheq received by Andrew for full debt of £11,957.78. When processed Andrew will clear the debt but don't close case till case closed/court case concluded.	08/12/10		
£11,957.78 repaid to POCES P.09 2010. CC160 dated 14.12.2010.	14.12.10		
NO DEBT IN POLFS.	14.12.10		
DEAD FILE AS OF	14/12.10		
MEDICATION FILE			

Stacey J Beresford

From: Stacey J Beresford
Sent: 09 September 2014 17:23
To: Huw Williams; **GRO**
Cc: Andrew Giggall; Andrew Winn
Subject: RE: Worstead 226136

Hi Huw,

The debt was paid by cheque which was recovered by Andrew Daley in security for the full amount of £11,957.78. This was keyed to the account 14th December 2010 and the file was then closed.

I hope this helps.

Kind Regards

**Stacey Beresford | Former Agents Accounting Team
Future Walk Deputy Fire Precautions Officer**

 1 Future Walk, CHESTERFIELD, S49 1PF

GRO

Post Office
www.postoffice.co.uk



From: Ann Bailey
Sent: 02 September 2014 17:55
To: Stacey J Beresford
Cc: Andrew Giggall; Michelle Stevens; Andrew Winn; Huw Williams; **GRO**
Subject: RE: Worstead 226136

Hi Stacey,

Please respond


Regards, Ann

Ann Bailey | Missing Cheques & Former Agents Accounts Manager,
Finance Service Centre
Legally Privileged & In Confidence

1, Future Walk, Chesterfield, S49 1PF

GRO

postoffice.co.uk
[@postofficenews](https://twitter.com/postofficenews)



Stacey J Beresford

From: Ann Bailey
Sent: 02 September 2014 17:55
To: Stacey J Beresford
Cc: Andrew Giggall; Michelle Stevens; Andrew Winn; Huw Williams 
Subject: RE: Worstead 226136

Hi Stacey,

Please respond

Regards, Ann

Ann Bailey | Missing Cheques & Former Agents Accounts Manager,
Finance Service Centre
Legally Privileged & In Confidence

1, Future Walk, Chesterfield, S49 1PF

GRO

postoffice.co.uk
@postofficenews




From: Andrew Winn
Sent: 02 September 2014 11:22
To: Huw Williams 
Cc: Andrew Giggall; Michelle Stevens; Ann Bailey
Subject: RE: Worstead 226136

Hi Huw

Ann/Michelle will cover the former agent aspects. My comments below.

Andy

GRO

From: Huw Williams 
Sent: 01 September 2014 12:08
To: Andrew Winn; Ann Bailey; Michelle Stevens
Cc: Rhianne Fox
Subject: Worstead 226136

Good morning.

Mr Giggall has passed responsibility of our queries to yourselves. (Short term!)

Please can you advise on the above branch for the former SPMR Mrs Allison Henderson for the period 1997 to year 2010 We have the Dynamic List Display but would like some clarification on some points.

MPMR claims to had a loss of £2,000 in 2006 which she repaid. No evidence of this! Can't see anything either. It will have archived if it was promptly repaid. If it was a branch discrepancy there will be no record

4 January 2006 - £9305.16 (+) settled centrally. Do we know what this was for?

9 March 2006 - £10,813.42 (-) settled centrally. Do we know what this was for? Both are branch discrepancies and we have no record of any conversations I'm afraid.

Difference was £ 1508.26 (-). DFR payments total - £633.26 which leaves an outstanding amount of £875.00. Has this been paid? All values on the customer account have been cleared so yes. The debt was cleared in the September – 7 months later so I would assume we made a further 7 recoveries as planned. Quite why the more recent ones might archive first I cannot begin to explain.

Customers account paid in full. Have we records of when this was paid and by what means? Formers should be able to cover off how the final account was repaid.

Regards

Huw

Huw Williams | Mediation Case Handler

GRO

POST
OFFICE

Ann Bailey

From: Christopher G Knight
Sent: 13 September 2010 16:40
To: Ann Bailey
Cc: Andrew Daley
Subject: FW: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office, £11,957.78 Debit
Attachments: pic28318.gif

Ann,

Mrs Henderson is currently in the Court process (being prosecuted). Her Solicitor responded to a request for repayment of the outstanding debt by saying nothing would be paid until the outcome of the Court case.

I will update you as this progresses.

Regards,

CK

From: Maureen Moors **On Behalf Of** Post Office Security
Sent: 13 September 2010 09:51
To: Christopher G Knight
Cc: Andrew Daley; Ann Bailey
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office, £11,957.78 Debit

Chris

Please could you help Ann with her query.

Thank You

Maureen

----- Forwarded by Maureen Moors/e/POSTOFFICE on 13/09/2010 09:49:44 -----

Ann Bailey

Ann
Bailey Sent by: Ann
Bailey To: Post Office Security
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office, £11,957.78 Debit
10/09/2010
15:41

20/09/2010

Ann Bailey

From: Maureen Moors on behalf of Post Office Security
Sent: 13 September 2010 09:51
To: Christopher G Knight
Cc: Andrew Daley; Ann Bailey
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office, £11,957.78 Debit

Chris

Please could you help Ann with her query.

Thank You

Maureen

----- Forwarded by Maureen Moors/e/POSTOFFICE on 13/09/2010 09:49:44 -----

☺ Ann Bailey



Ann Bailey To: Post Office Security **GRO**
Sent by: **GRO**
Ann Bailey cc:
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136,
Worstead Post Office, £11,957.78 Debit

10/09/2010
15:41

POLTD/0910/0167

Good afternoon,

Could you give me an update on the case against Mrs Allison Henderson, FAD 226/136, Worstead Post Office regarding the prosecution for £11,957.78

Thanks, Ann

20/09/2010

Ann Bailey

From: Ann Bailey
Sent: 10 September 2010 15:41
To: Post Office Security
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office, £11,957.78 Debit

POLTD/0910/0167

Good afternoon,

Could you give me an update on the case against Mrs Allison Henderson, FAD 226/136, Worstead Post Office regarding the prosecution for £11,957.78

Thanks, Ann

Mrs Ann M Bailey,
Former Agents Accounting,
Finance,
2nd Floor West Block,
Post Office Ltd,
1, Future Walk,
Chesterfield,
Derbyshire,
S49 1PF

10/09/2010

OPEN ITEMS 23/08/10

Customer 1005448
Company Code 1254
Name Allison Henderson
City North Walsham

Profit Ctr	Stat	DocumentNo	Type	Doc..Date	S	LC amnt	LCurr	Clrng doc.	Reference	Text	Year	Period
226136	#	6000027879	FA	10.02.2010		11,957.78	GBP			Final Account-Deficiency	2009	11
* Account 1005448						11,957.78	GBP					
**						11,957.78	GBP					

Customer 1005448
Company Code 1254
Name Allison Henderson
City North Walsham

All Items 25/10/10

Profit Ctr	Stat	DocumentNo	Type	Doc..Date	S	LC amnt	LCurr	Clrng doc.	Reference	Text	Year	Period
226136	#	6000027879	FA	10.02.2010		11,957.78	GBP			Final Account-Deficiency	2009	11
226136	#	6000022521	BD	09.03.2006		10,813.42	GBP	1400054006		Central (Hardship). DFR	2005	12
226136	#	6000152283	BD	04.01.2006		9,305.16	GBP	1400054006		Central (Hardship). DFR	2005	10
	#	6500001177	RM	27.02.2007		125.00	GBP	1400054006		Deduction from remuneration Feb 07	2006	12
	#	6500009084	RM	25.10.2006		133.26	GBP	1400054006		Deduction from remuneration Oct 06	2006	7
	#	6500014032	RM	29.01.2007		125.00	GBP	1400054006		Deduction from remuneration Jan 07	2006	11
	#	6500033052	RM	28.11.2006		125.00	GBP	1400054006		Deductions from remuneration November 06	2006	9
	#	6500035125	RM	30.12.2006		125.00	GBP	1400054006		Deduction from remuneration December 06	2006	10
	#	6000318638	TR	09.12.2009	0	60.00	GBP	6000318638		36/PB/46	2009	9
	#	6000321766	TC	09.12.2009	0	60.00	GBP	6000318638		36/PB/46	2009	9
* Account 1005448						12,832.78	GBP					
**						12,832.78	GBP					

open

CLEAR

Ann Bailey

From: Ann Bailey
Sent: 02 August 2010 12:38
To: Christopher G Knight
Cc: Alan Lusher
Subject: POLTD/0910/0167 Mrs Allison Henderson, FAD 226/136, Worstead Post Office
Attachments: worstead 226 136 mrs henderson.pdf

POLTD/0910/0167,

Dear Chris,

Following your email to Pat Davies on 12/07/2010 a letter was sent to Mrs Henderson on 15/07/2010.

A reply has been received today from her solicitor stating that until proceedings regarding the prosecution are concluded she will not be making any payments to this department. I have replied to say that we will not contact her again until proceedings concluded.

For your information I have attached a copy of the solicitors letter.

Ann

Mrs Ann M Bailey,
Former Agents Accounting,
Finance,
2nd Floor West Block,
Post Office Ltd,
1, Future Walk,
Chesterfield,
Derbyshire,
S49 1PF

Private and Confidential
Belmores Solicitors,
40 Crown Road,
Norwich,
Norfolk,
NR1 3DX

Date: 02/08/10

FORMER SUBPOSTMASTERS ACCOUNT
WORSTEAD POST OFFICE
FAD CODE: 226/136

Dear Mr Belmores,

Thank you for your letter dated 30/07/2010 regarding Mrs Henderson of Worstead Post Office.

No further correspondence will be sent from this department to Mrs Henderson until proceedings are concluded.

Yours sincerely,



Mrs Ann Bailey
Former Agents Debt
Post Office Limited
Second Floor West
No 1 Future Walk
Chesterfield
S49 1PF
Tel No 01246 542197

Belmores

Solicitors

Mrs A Bailey
Former Agents Debt
Post Office Limited
Second Floor West
No 1 Future Walk
Chesterfield
S49 1PF

Registered Office:
40 Crown Road,
Norwich,
Norfolk NR1 3DX

Tel:
DX:
Fax: **GRO**

info@belmores.co.uk
www.belmores.co.uk

Your Ref: JAS/dm/HEN/
Our Ref:

GRO

30th July 2010

Dear Madam

Re: Mrs Alison Henderson
Worstead Post Office

We have been provided with your letter of the 15th July 2010.

You will no doubt be aware that Mrs Henderson is now being prosecuted for theft of the sum of £11,957.78 which the Post Office allege was stolen over a 13 year period. Clearly whilst there are proceedings ongoing through the courts, Mrs Henderson does not wish to enter into any correspondence or indeed make any payments which may be detrimental to her case which if proved, will result in a lengthy prison sentence.

We therefore simply write as a matter of courtesy to inform you that no payment will be made by Mrs Henderson at this time or indeed until the proceedings are concluded.

Yours faithfully

GRO

Belmores

Private and Confidential
Mrs. Allison Henderson
C/O Worstead Post Office
Back Street
North Walsham
NR28 9RN

Date: 15th July 2010

FORMER SUBPOSTMASTERS ACCOUNT
WORSTEAD POST OFFICE
FAD CODE: 226 136

Dear Mrs. Henderson,

I am writing to you in respect of the recovery of deficiencies found in the accounts at the above Post Office whilst you were sub-postmaster.

The sum of £11,957.78 is due to Post Office Limited to clear the account. I have attached a copy of the statement of errors which details how the account is made up.

Since you are contractually obliged to make good any losses incurred during your term of office for up to six years after your last day of service (Limitations Act 1980), it would be appreciated if you could forward a cheque, made payable to Post Office Ltd, for the full amount to the address below within 21 days of the date of this letter.

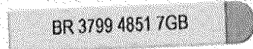
A prepaid envelope is enclosed for your convenience.

Should you have any queries regarding this account, please do not hesitate to contact me at the address below or telephone me on the number listed below.

Yours sincerely,

GRO

Mrs. Ann Bailey
Former Agents Debt
Post Office Limited
Second Floor West
No 1 Future Walk
Chesterfield
S49 1PF
Tel No **GRO**



Customer 1005448
 Company Code 1254
 Name Allison Henderson
 City North Walsham

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	Lock	LC amnt	Text	Reference	Clrng doc.
226136	#	1005448	6000027879	FA	10.02.2010		11,957.78	Final Account-Deficiency		
*		1005448					11,957.78			
**							11,957.78			

Christopher G Knight
12/07/2010 16:08

To: Pat.Davies/e/ [redacted] GRO
cc: [redacted] GRO
Subject: FW: MRS ALLISON HENDERSON, WORSTEAD POST OFFICE, FAD 226 136

Pat,

What a coincidence, I have just posted her a Summons to Court today as we are prosecuting her!!

If you wish to contact her about the outstanding amount I have no problem with that.

Regards,

CK

[redacted] GRO

----- Forwarded by Christopher G Knight/e/POSTOFFICE on 12/07/2010 16:06 -----

Post Office Security
Sent by: Jane M Owen
12/07/2010 12:47

To: Christopher G Knight/ [redacted] GRO
cc: Pat.Davies/ [redacted] GRO
Subject: MRS ALLISON HENDERSON, WORSTEAD POST OFFICE, FAD 226 136

Chris
Can you please let Pat have an update

Thanks

Jane Owen
Security Team Advisor
Security Team, Post Office Ltd



Royal Mail, Clippers House, 3rd Floor, Clippers Quay,
SALFORD, M50 3NW



[redacted] GRO
jane.m.owen@postoffice.co.uk

Post Office HR Help



Confidential Information:
This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorised review, use, disclosure or distribution is prohibited. If you are not the intended recipient please contact me by reply email and destroy all copies of the original message.

----- Forwarded by Jane M Owen/e/POSTOFFICE on 12/07/2010 12:46:19 -----

Pat Davies

Pat Davies

12/07/2010 12:23

To: Post Office Security,
cc:
Subject: MRS ALLISON HENDERSON, WORSTEAD POST OFFICE, FAD
226 136

Ref: POLTD/0910/0167

I was just reviewing my cases and wondered if you could give me a bit of an update on the above please?

Her debt still stands at £11,957.78 for the deficiency at her audit.

We have not wrote to her at all from this department.

Do you want me to write to her or is it all in hand?

Please advise.

Regards,

Pat

HR Advice Centre
Sent by: Kerry Haydock

To: Ann Bailey [GRO]
cc:

Subject: Re: Mrs Allison henderson, FAD 226/136, Worstead Post Office

23/04/2010 13:28

Hi Ann,

Please find the information as requested

Start date of contract: 02.07.1997
National Insurance Number: [GRO]
Date of Birth: [GRO]
Forwarding address:

[GRO]

Regards
Kerry

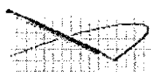
Post Office Limited HR Advice Centre Team
Postline: [GRO]
STD Tel:
RNID Tel:

This information has been provided following confirmation of your authority to use it within your managerial function as recorded within your job description or following authority from your line manager.

The use of the information is subject to the legislation of the Data Protection Act 1998.

Have you tried the HR Help Site yet? Please click on the link below for easy access to the site, 24 hours a day, 7 days a week.

<http://iplatform.intranet.point/rmg/Services/HR+Help/Post+Office+Ltd/>



Ann Bailey

23/04/2010 10:38

To: NSA HOB45

cc:

Subject: Mrs Allison Henderson, FAD 226/136, Worstead Post Office

Good Morning,

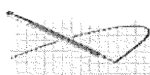
could I request the appointment papers for Mrs Allison Henderson, FAD 226/136, Worstead Post Office

Thanks Ann

Mrs Ann M Bailey,
Former Agents Accounting
Post Office Ltd
Finance
2nd Floor West Block,
Post Office Ltd,
1 Future Walk,
Chesterfield,
S49 1PF

Postline
External

GRO



Ann Bailey

23/04/2010 10:36

To: HR Contact Centre

CC:

Subject: Mrs Allison henderson, FAD 226/136, Worstead Post Office

Good morning,

Could I requested the following information regarding Mrs Allison henderson, FAD 226/136, Worstead Post Office,

Start date of contract,
National Insurance Number,
Date of Birth,
Forwarding address

Thanks, Ann

Mrs Ann M Bailey,
Former Agents Accounting
Post Office Ltd
Finance
2nd Floor West Block,
Post Office Ltd,
1 Future Walk,
Chesterfield,
S49 1PF

Postline
External

GRO

Royal Mail Group

CONFIDENTIAL

Person Not to be Employed

Internal Memo

This form must be completed and forwarded to:

Security Intelligence Team,
Royal Mail Letters Security, Floor 2a, Battersea DO,
202 Lavender Hill, London, SW11 1AATel: **GRO** (PL 5474 6655)

Details of person not to be employed (please note that a person can only be added to the Recruitment Risk Register if the offence is security related):

Title:	Mrs		
Surname:	Henderson		
First Name(s) in full:	Allison		
Previous Surname(s) used:	Unknown		
Date of Birth (dd/mm/yy):	GRO		
National Insurance Number:	GRO		
Nationality:	GRO		
Place & Country of Birth:			
Home Address & Postcode:	GRO		
Business Unit / Agency:	Post Office Limited		
Job Title & Grade:	Subpostmaster		
Official place of work (name, address & postcode):	Worstead SPSO		
Employed From: (dd/mm/yy)	01/07/1995	Employed to (dd/mm/yy):	23/02/2010
Investigation Reference if applicable:	Not known yet		

Nature of misconduct or reason for non employment (please give full details on reverse side of this form):

Serious breaches of the discipline code leading to dismissal	
Termination of services due to loss of confidence in reliability and integrity	
Termination for breaching the Official Secrets Act	
Termination of agent's contract for serious breach of conditions	
Resignation to avoid action as above	✓
Conviction for a criminal offence against Royal Mail, its employees or agents by an outsider	
Other reason (please specify overleaf)	

Authority to add details to the Recruitment Risk Register (Debarment database):

Signed:		Name & Rank (print):	Alan Lusher 3b
Telephone:	GRO	Business Unit:	Post Office Limited - Network Support

Reason for debarment request (please supply full details such as date of offence, losses to the business, prosecution, discipline outcome and full particulars of the offence):

Mrs Henderson resigned to avoid termination following an audit at her Post Office branch which revealed a loss of £11,957.78. Christopher Knight has been allocated the investigation and plans to interview Mrs Henderson on 11/03/2010. Case number as yet unknown.

The Markets Crown Office
6-16 New York Street
Leeds
LS2 7DZ

Mrs. A. Henderson
Worstead Post Office
Back Street
Worstead
North Walsham
NR28 9RN

Strictly Confidential
24 February 2010

Dear Mrs. Henderson

Post Office® Worstead branch at Back Street, Worstead.

Thank you for your letter of 23 February 2010 purporting to give notice of your resignation as the Subpostmaster of the Post Office® Worstead branch. We note that your letter gives less than the three months' notice required by your Subpostmaster Contract and it is therefore not a valid notice to terminate that contract. However, we are willing to accept your letter as notice to terminate your contract with effect from 23 February 2010, which will be your official last day of service.

Your notice of resignation is accepted without prejudice to any rights or claims Post Office Ltd may have under the subpostmasters' contract or in law. You are still required to make good any outstanding shortages, as well as any further deficiencies highlighted by future enquiries which arose whilst you were subpostmaster.

I must also make it clear to you that Post Office Ltd regards your resignation as one made in order to avoid summary termination of your contract. It will not be possible for you to withdraw your resignation without our prior written consent.

As you have now resigned, I will not need to meet with you on 03 March 2010 as suggested in my last letter to you.

Post Office Ltd will now assess what to do in respect of the vacancy that termination of your contract has created and will conduct a review of service provision in the area to ensure that Post Office® services are provided by the most appropriate means available to us. It would greatly assist us in our task here if you could complete and return the enclosed reply slip to me as soon as possible.

Please note that you will not be eligible to make an application to the Discretionary Fund, should the branch be closed or relocated.

Yours sincerely

Alan Lusher
Agent Contract Manager
Post Office Ltd

Reply Slip to: Alan Lusher
Agents Contract Manager

From: Mrs Allison Henderson, Worstead Post Office® branch

To help Post Office Ltd plan for the provision of Post Office® services in the area, please complete this reply slip by answering questions 1 and 2 below and return to me at the address given above.

1. If requested by Post Office Ltd to do so, would you be willing to make your premises at Back Street, Worstead available for use by a temporary subpostmaster appointed by Post Office Ltd for the purpose of providing continuity of Post Office® services to customers? **YES/NO**
2. Do you intend to market the premises/private business at Back Street, Worstead? **YES/NO**
3. If you answered yes to question 2, please also complete the attached pro forma.

Please note that:

- if you do not intend to market your premises/private business, your premises cannot be the location for the provision of Post Office® services
- if you do intend to market your premises/private business, you should not assume that Post Office Ltd will appoint your purchaser to be its agent in providing Post Office® services
- If you intend to market your premises/private business, Post Office Ltd may decide to provide Post Office® services in the area from a different location or in a different format. We will aim to notify you of our plans as soon as possible.

Signed:
Name: Mrs Allison Henderson
Dated:

Details of the premises and associated retail business, should Post Office Ltd decide to advertise.

Address

Contact name and number: _____

Type of accommodation: *Freehold / Leasehold

*Lock up / residential

Details of any retail business:

Asking price: _____

Business Transfer Agent contact details

** delete as appropriate*

23-02-10

Worstead Post Office
Back Street
Worstead
Norfolk
NR289RN

Dear Alan,

I would like to inform you that I am
resigning as Post Master from Worstead Post
Office with immediate effect.

RECEIVED
10 FEB 2010

Thank you

GRO

Allison Henderson

The Markets Crown Office
6-16 New York Street
Leeds
LS2 7DZ

Mrs. A. Henderson
Worstead Post Office
Back Street
Worstead
North Walsham
NR28 9RN

Strictly Confidential
22 February 2010

Dear Mrs. Henderson

My colleague, Sue Muddeman wrote to you on 10 February 2010 confirming the suspension of your contract for services as subpostmaster of Worstead Post Office® branch. She has passed the matter to me to deal with.

I have now received the necessary papers relating to this case and, after reviewing them, I should advise you that I will have to consider the summary termination of your Contract for Services on the grounds that you have used Post Office funds for private purposes and falsified the Post Office accounts to conceal the deficiency. The amount involved has been reported as £11,957.78. This is in accordance with your Contract for Services which provides that the Agreement may be determined at any time in case of breach of conditions by you, or non-performance of your obligations or non-provision of Post Office Services.

Before I reach any decision about the future of your contract for services, I would like to give you the opportunity to put forward your version of events relating to the above charge. You can do this by attending the prearranged interview on Wednesday 03 March 2010 at 10:00 a.m. at Norwich Mail Centre or submitting a written response to the charges. In either case you should inform me of your intentions, in writing, by 01 March 2010. You also have the right to request and receive all information relating to the aforementioned charge.

If you choose to attend the interview, it will be recorded in order that an accurate record of the discussion can be made. A copy of this recording will be offered to you after the interview.

If you wish to put forward a written representation this should reach me by 03 March 2010.

Please note that if that you decline this opportunity to present your case, or fail to advise me of your intentions within the above stated timescales, I shall have to reach my decision about the future of your Contract for Services on the basis of the evidence available to me.

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a Royal Mail employee, a registered Sub Office Assistant or a Subpostmaster, who may also be a representative of the National Federation of Subpostmasters.

Yours sincerely,

Alan Lusher
Agent Contract Manager
Post Office Ltd

To: Alan Lusher
Agent Contract Manager

From: Mrs. A. Henderson, Subpostmaster, Worstead Post Office ® branch

*I will attend for interview on 03 March 2010 at Norwich Mail Centre and will be accompanied by _____

*I will be submitting a written representation by 03 March 2010

*I do not wish to attend for interview or submit a written representation

** Delete as appropriate*

Signed: _____

Date: _____

IN CONFIDENCE

To:	From:	cc:
Sue Muddeman Contracts Advisor	Keith Kinrade Field Advisor	Jason Collins Fraud Team Manager Business Development Manager Julia Mann Field Support Team Leader Outlet Intervention Team
Date: 10 February 2010		

Audit of Post Office@Worstead, Branch Code 2261367.

I was scheduled to attend the above office to conduct a Type 100 Audit.

On the 10/2/2010, accompanied by my colleague Debbie Gilding, I conducted an audit of the above named branch.

The purpose of this audit was to verify financial assets due to the Post Office® and confirm compliance with a range of Business processes, procedures and regulatory requirements.

The audit revealed a shortage in the branch of £11957.78. A breakdown of the audit result and details of the audit findings are as follows:

£	11963.15	-	Identified as a difference in cash figures
£		(+/-)	Identified as a difference in cheque on hand figures
£	19.48	-	Identified as a difference in stock figures
£	24.85	+	Identified as a difference in postage figures
£		(+/-)	Obsolete stock not included in audit figures
£		(+/-)	Identified as a difference in foreign currency figures
£		(+/-)	Transaction errors revealed to documentation
£		(+/-)	Outstanding transaction corrections not processed
£		(+/-)	Discrepancy as per office snapshot
£		(+/-)	Other
£	11957.78	-	Total Shortage

We arrived at the branch at 08.15 am and introduced ourselves to the Postmaster Mrs A Henderson when she allowed us access and advised her that we were to perform an audit on behalf of Post Office Ltd®.

Mrs Henderson allowed us access to the secure area, and was present in the secure area whilst the audit was carried out.

I contacted the Network Business Support Centre (NBSC) and advised that an audit would be performed at the branch, and that it would remain closed until its conclusion. The nominated branches offered were: Stalham and North Walsham and a notice placed on display at the branch detailing this information. I also asked the NBSC to notify the Outlet Intervention Office that an audit was being performed and that the branch would remain closed until its conclusion. The NBSC has been advised the office has been temporarily closed for the foreseeable future.

An Office Snapshot was printed by myself to give a Cash on Hand Figure. When the cash was checked it was obvious quite quickly that there would not be the required amount of cash in the office. I pointed out to Mrs Henderson that there appeared to be a shortage in the office and would have to keep the office shut while we conducted a full Tier 2 Audit. Myself and Debbie Gilding then counted and listed all cash and stock in the office and upon entering the figures on the Audit Template arrived at the above figure.

Mrs Henderson was then advised that she should satisfy herself that the figures of the audit team were correct. Therefore, we asked Mrs Henderson if she would do her own independent count of all the cash on hand again, which she declined.

Mrs Henderson only balanced at the end of each Trading Period and did not print off the required Cash Declarations on the days she was open. None of the Trading Statements were signed.

I then telephoned yourself at 9.00am to report a preliminary suspected shortage of approximately £12000.00 and that I would ring you back with the final figure once I had completed the audit. This I did at 11.30 am to report an overall shortage in the branch of £11957.78.

I also notified Jason Collins, Fraud Team Manager at 2.30 pm to relay these findings.

You advised me to prepare the office for a possible defund unless a Temporary Subpostmaster could be found as you intended to Suspend the Postmaster

The decision taken was to precautionary suspend Mrs Henderson at 11.30 am and that the branch would be transferred to a relief Postmaster if one could be found. The assets were secured in safe and all keys taken by Keith Kinrade, Field Advisor.

The alarm code has not been changed as Mrs Henderson needs access through the secure area to gain access to her living accommodation.

The audit = of the branch was concluded at 12.15 pm. The branch was rolled into TP 11 BP01 and a Final Account produced.

The amount of £11957.78 was posted to Late Account.

Mrs Henderson told myself and Debbie Gilding that her daughter on occasions helped out in the office, and she asked would it be possible for her daughter to run the office in the short term. I said I didn't think that would be possible and when she spoke to David Sears she was told that it would not be an option.

Mrs Henderson has 2 daughters, Sally Finch and Louise Henderson, who are both registered at HR. However, neither are listed on the Horizon User Summary so if they have been working at the office they must have been using Mrs Henderson's User ID and Password.

No Compliance Tests were carried out at this audit other than those control gaps that were observed whilst on site

If you require any additional information, please contact me on the telephone number below

Keith Kinrade
Lead Auditor



IN CONFIDENCE

To:	From:	cc:
Mrs Allison Henderson Subpostmaster Worstead	Keith Kinrade Field Advisor	Sue Muddeman Contracts Advisor Outlet Intervention Team Jason Collins Fraud Team Leader Julia Mann Field Support Team Leader

Date: 10 February 2010

Audit of Post Office Branch**Worstead****226136****Section 1 - Introduction**

An audit of the above branch, led by myself, was undertaken on 10 February 2010. The purpose of this audit was to verify financial assets due to the Post Office® and confirm compliance with a range of Business processes, procedures and regulatory requirements.

Section 2 provides a management summary, including the financial audit result.

Section 3 details a breakdown of the result of the financial audit.

Section 2 - Management Summary

The financial audit revealed a current trading position of £11,957.78 short subject to a reconciliation of some figures (undertaken after the audit). A breakdown of this figure, including any pending transaction corrections or losses being settled centrally, can be found in section 3.

Due to findings revealed at audit and a decision taken by the Contracts Advisor to temporarily suspend you from your role as subpostmaster pending further enquiries, compliance testing was not carried out on this visit, therefore there are no appendices attached.

Section 3 - Result of the Financial Audit

Financial assets to the value of £10035.69 were physically verified compared to the amount due to Post Office® of £ 21993.47 .

The difference between these figures is broken down as follows:

£	11963.15	(-)	Identified as a difference in cash figures
£	5.37	(+)	Identified as a difference in stock figures
£	0.00	(-)	Identified as a difference in foreign currency figures
£	0.00	(-)	Identified as a difference in cheque (voucher) figures
£	0.00	(-)	Suspense account entries discounted
£	0.00	(-)	Nett discrepancy declared from previous balance period, within current Trading Period
£	0.00	(-)	Transaction errors revealed to documentation
£	0.00	(-)	Outstanding transaction corrections not processed
£	11957.78	(-)	Total shortage

In addition to the above figure, the following amounts are noted, leaving the total shortage unchanged:

£	0.00	(-)	Pending transaction correction, advised by Product & Branch Accounting on the day of the audit
£	0.00	(-)	Outstanding amount, previously settled centrally, as confirmed with Product & Branch Accounting on the day of the audit
£	11957.78	(-)	Total shortage


Comments

The shortage of £11,957.78 has been sent to 'Late Account' Product & Branch Accounting and is to be settled in accordance with terms agreed with your Contracts Advisor.

FIXED TO THE FRONT OF THE TRADING STATEMENT IF PRODUCED ON
DAY OF TRANSFER /CLOSURE OR ATTACH OFFICE SNAP SHOT
REPORT

P242 FINAL TRADING STATEMENT OF POSTMASTER

FOR: - WORSTEAD **POST OFFICE**

DEFICIENCY IN FINAL TRADING STATEMENT	£ 11957.78	<i>Due to Transfer*/Temporary Closure*/Permanent Closure*</i> *Delete as applicable																																																									
SURPLUS IN FINAL TRADING STATEMENT	£ /	Temporary Closure due to Suspension* / Robbery * / Burglary * Please state for other _____																																																									
DEFICIENCY MADE GOOD AT FINAL TRADING STATEMENT	£ /	BRANCH FAD CODE	2261367																																																								
SURPLUS WITHDRAWN AT FINAL TRADING STATEMENT (Maximum £100.00 ONLY)	£ /	DATE & TIME OF FINAL TRADING STATEMENT	10 / 12 / 2010 AM/PM 11:41																																																								
BRANCH TRANSFER - when a transfer takes place outside the allocated trading statement day, Horizon should be rolled into the next balancing period. Please state if a full TRADING STATEMENT is due for this accounting period *YES / NO *Delete as appropriate		WEEK No.	TRADING PERIOD	DATESTAMP																																																							
		46	10																																																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Stock Type</th> <th>Volumes</th> <th>Stock Type</th> <th>Volumes</th> <th>Stock Type</th> <th>Volumes</th> </tr> </thead> <tbody> <tr> <td>1st CLASS</td> <td>998</td> <td>2nd Lx4</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>RSF 1st</td> <td>48</td> <td>P.O.</td> <td>163</td> <td></td> <td></td> </tr> <tr> <td>RSF 1st L</td> <td>49</td> <td>POSS</td> <td>325</td> <td></td> <td></td> </tr> <tr> <td>2nd CLASS</td> <td>360</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd CLASS L</td> <td>129</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1st x12</td> <td>76</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd x12</td> <td>58</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1st Lx4</td> <td>12</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Stock Type	Volumes	Stock Type	Volumes	Stock Type	Volumes	1st CLASS	998	2nd Lx4	15			RSF 1st	48	P.O.	163			RSF 1st L	49	POSS	325			2nd CLASS	360					2nd CLASS L	129					1st x12	76					2nd x12	58					1st Lx4	12				
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*FIXED TO THE FRONT OF THE TRADING STATEMENT IF PRODUCED ON
DAY OF TRANSFER /CLOSURE OR ATTACH OFFICE SNAP SHOT
REPORT*

The sum of £ <u>9929.83</u> (being the amount of cash and value stock on hand). Non-value stock items are listed above. To be charged in the Trading Statement of _____ day of _____ period ended _____ as balance transferred from old account.			Signature of Incoming Agent <div style="border: 1px dashed black; padding: 5px; text-align: center; font-size: 24px; font-weight: bold;">GRO</div> Signature of Outgoing Agent <div style="border: 1px dashed black; padding: 5px; text-align: center; font-size: 24px; font-weight: bold;">GRO</div>		
I acknowledge receipt of (<u>3</u>) keys for the main safe.			Signature of _____ Witness to transfer _____		
Examined at TP			Transfer noted in TP		
Are there any amounts in suspense Yes/No			Detail reason for amounts left in suspense: <p style="text-align: right;"><u>N/A</u></p>		

*AFIXED TO THE FRONT OF THE TRADING STATEMENT IF PRODUCED ON
DAY OF TRANSFER /CLOSURE OR ATTACH OFFICE SNAP SHOT
REPORT*

TOTAL RECEIPTS 46366.96

PAYMENTS VOLUME VALUE

Vorstead FAD: 2261367
08:51 16/02/2010 TP:10
Office Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 11982.63 *
*Discrepancy SHORT 11982.63 *
*
*Nett discrepancy 0.00 *
*
*Excess Cash Removed 0.00 *
*Cash Shortage Made Good 0.00 *
*
*Nett Cash Adjustent 0.00 *

VALUE ITEMS & HOP	VOLUME	VALUE
Cash		8669.57
Cash		8669.57
Cheques		0.00
HOP		8669.57
Postage stmp		1260.26
Other Postage Items		1260.26
POSTAGE		1260.26
TOTAL VALUE ITEMS & HOP		9929.83

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		17993.39
Transcash	3	47.96
Bus dep lt £60	3	30.40
Bus dep gte £60	8	1294.80
GIRO DEPS/TRANSCASH		1373.16
Bus chque dep	8	0.00
GIRO NON CASH ITEMS		0.00
T'csh fee	3	7.50
GIRO TRANSCASH FEES		7.50
HPSPtd pprs	2	4.38
HPSSnl Pkt	12	52.47
HPSSpecial 1pn	5	33.90
HPStandard Pcl	3	21.05
Pd Spl 1pn	1-	6.70-
Nails Receipt	110	0.00
HPS 1st Lrg Ltr	14	14.49
HPS 1st Packet	34	96.06
HPS 2nd Lrg Ltr	9	6.84
HPS 2nd Packet	11	16.69
HPS 1RD Lrg Ltr	4	3.00
HPS 1RD Packet	4	3.00
HPS Mail Order R	9	0.00
HPS PacketPost R	2	0.00
HPS1st ClassL NW	4	1.56
HPS 1st LL NW	11	6.71
HPS 2nd LL NW	35	16.45
RSF1st ClassL NW	2	1.50
RH TRANSACTIONS		271.40
Bclays chq dep	1	0.00
Barclays		0.00
17th chq dep	1	0.00

Lloyds TSB		0.00
PERSONAL BANKING CHQ DEPOSITS		0.00
A&L CASH DEP	2	235.00
Alliance & Leicester Deposits		235.00
Co-op Cash Dep	3	303.00
Co-op Cash Deposits		303.00
NB CASH DEPOSITS		538.00
A&L BAL ENQ	3	0.00
Alliance & Leicester Balances		0.00
CA BAL ENQ	4	0.00
Card account Balances		0.00
LTSB Bal Enquiry	2	0.00
Lloyds TSB Balances		0.00
NB BALANCE ENQ		0.00
Vfn eTop Up £5	8	40.00
Vfn eTop Up £10	1	10.00
Asda £5 e Top-up	3	15.00
E Top Up Sales		65.00
E TOP UPS		65.00
PO Fee	12	23.43
POSTAL ORDER FEE		23.43
BT pynt card	18	155.00
British Telecon	9	452.59
British Gas	1	50.00
Anglian Water	10	92.00
HonePhone	1	122.00
CoopNorthNorfolk	7	342.00
The Co-op	36	2845.99
Budget Warnth	9	205.00
Budget Payment	15	368.00
AP Others		4632.58
PO Sale	12	234.27
Postal Order Sales		234.27
AUTOMATED PAYMENTS		4866.85
Post Label A	14	56.85
Post Label SD	4	27.20
Post Label SP	3	21.05
Post Label 1L	1	1.14
Post Label 1LL	14	17.49
Post Label 1PK	34	99.06
Post Label 2LL	9	6.84
Post Label 2PK	11	16.69
Post Label HOR	9	0.00
Postage Label Prints		246.32
RejPostLabel 1LL	2	2.48
Postage Label Rejects		2.48
POSTAGE LABEL		248.80
1st class stmp	53	20.67
1st class Large	4	2.44
RSF 1st Class	2	2.28
RSF 1st Large	1	1.36
First Class Stamps		26.75
2nd class stmp	18	5.40
2nd class Large	38	17.86
Second Class Stamps		23.26
50 x 1st Large	1	30.50
First Class S/A Stamps		30.50
Special 56p	3960	2217.60
Special Stamps		2217.60
SAS bk 1st x 12	10	46.80
SAS bk 2nd x 12	7	25.20
SAS bk 1st x 6	2	4.68
1st Large x 4	6	14.64
Stamp Books - Misc		91.32
POSTAGE		2389.43
Postal Orders	26	0.00
POSTAL ORDER STOCK		0.00
Saving Stamp £5	18	90.00
POST OFFICE SAVING STAMPS		90.00
Ren In Client		0.00
Ren In Auto Dist		18500.00
REMITTANCES IN		18500.00
Discrepancy OVER Transferred		0.00
Discrepancy SHORT Resolved		0.00
Reval Up		0.00

TOTAL RECEIPTS 46366.96

PAYMENTS VOLUME VALUE

Saving stmp rdn	1	60.00
Post Office Saving Stamps Rdn		60.00
SAVING STAMPS REDEEMED		60.00
Final acc def	1	11957.78
Miscellaneous		11957.78
OTHER PAYMENTS		11957.78
LTSB chq encash	2	200.00
Lloyds TSB		200.00
PERSONAL BANKING CHQ ENCASH		200.00
A&L CASH VDL	18	2110.00
A&L CASH VDL	5	610.45
Alliance & Leic. Withdrawals		2720.45
BARCLAYS WDRVL	19	2355.00
Barclays Withdrawals		2355.00
CA CASH VDL	45	7637.24
CA WD LIMIT	46	5467.74
Card account Withdrawals		13104.98
LTSB Cash vdrl	36	4765.00
Lloyds TSB Withdrawals		4765.00
NB CASH WITHDRAWAL WITH PIN		22945.43
Maestro	3	26.95
Visa Debit	3	63.51
DEBIT CARD ONLINE PAYMENTS		90.46
NBal Iten RH	153	273.88
RH SUMMARY		273.88
Ren Out Data Cen		909.58
Ren Out Client		0.00
Ren Out Auto Dist		0.00
RENITTANCES OUT		909.58

Discrepancy SHORT Transferred 0.00
Discrepancy OVER Resolved 0.00

Reval Down 0.00

Total VALUE ITEMS & NOP 9929.83

Nett discrepancies 0.00

TOTAL PAYMENTS 46366.96

Transfers In 0.00

Transfers Out 0.00

Balance C/Fud 9929.83

STOCK VOLUMES VOLUME

1st class stmp	998
RSF 1st Class	48
RSF 1st Large	43
2nd class stmp	360
2nd class Large	129
SAS bk 1st x 12	76
SAS bk 2nd x 12	58
1st Large x 4	12
2nd Large x 4	15
Postal Orders	163
Saving Stamp £5	325

*** END OF REPORT ***

Worstead
08:16 16/02/2010

FAD 2261367
Reprint for 07:27 06/01/2010
Final Branch Trading Statement - Office Copy From 14/12/2009 To 06/01/2010

Page 1
TP 09

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	15558.35		15558.35
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	0.00		0.00
Other Postage B Fwd	1289.52		1289.52
Remittances In Total	17000.00		17000.00
All Currency Rems from SUs	0.00	0.00	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	0.00		0.00
Transfers In from other SUs	0.00		0.00
Other Receipts	3324.08		3324.08
Remittances Out Total	918.32		918.32
All Currency Pouches Despatched via SUs	0.00	0.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	0.00		0.00
Transfers Out to other SUs	0.00		0.00
Other Payments	18260.24		18260.24
Cash on Hand C Fwd	16712.83		16712.83
All Currencies Awaiting Collection C Fwd	0.00	0.00	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	0.00		0.00
Other Postage C Fwd	1280.56		1280.56
Total C Fwd	17993.39	0.00	17993.39
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	8.62		8.62
Discrepancy SHORT Transferred	0.00		0.00
Discrepancy OVER Resolved	8.62		8.62
Discrepancy SHORT Resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	8.62		8.62

Worstead
08:18 16/02/2010

FAD 2261367
Reprint for 07:27 06/01/2010
Final Branch Trading Statement - Office Copy From 14/12/2009 To 06/01/2010

Page 2
TP 09

Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
1st class stmp	1051				
1st class Large	4				
2nd class stmp	378				
2nd class Large	167				
50 x 1st Large	1				
Special 1st	528				
Special Lge 1st	105				
Special Lge 2nd	102				
Special 56p	4000				
Special 90p	51				
Special £1.35	144				
SAS bk 1st x 12	86				
SAS bk 2nd x 12	65				
SAS bk 1st x 6	2				
Christmas 1stBk	30				
1st Large x 4	18				
2nd Large x 4	15				
Postal Orders	189				
Saving Stamp £5	343				
Transaction Corrections	0				

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

*** END OF REPORT ***

There is no need to send this form special delivery

P344
(Rev'd Jan 2010)

TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-
Former Agents Debt
Product & Branch Accounting
Post Office Ltd
No. 1 Future Walk
CHESTERFIELD
S49 1PF email:
Former_Agents_Debt@postoffice.co.uk

Important Message for Post Office Ltd
representatives
Please ensure that this Transfer Report is
forwarded to the Former Agents Debt team at the
address opposite on the day of transfer.

☎ 01246 542325 / 542132
☎ P/L 5309 2325 / 2132

Outgoing agent		Branch name	Branch code
1. Name and Branch code		WORSTREA	2261367
3. Name (in full) of outgoing Agent (BLOCK LETTERS)	ALLISON HENDERSON		
4. DATE OF APPOINTMENT OF OUTGOING AGENT	2/7/1997		
5 (1) DATE OF CESSATION (2) State whether Trading Statement prepared	10/2/2010		
6. Cause of cessation (see notes overleaf)			
Incoming agent		Branch name	Branch code
8. Name and Branch number			
9. (1) Name (in full) of incoming Agent (BLOCK LETTERS) (2) If related to outgoing Agent, state relationship	MRS LAYMI DWOLAKIA (2)		
10. (1) State whether the incoming Agent is a/an: <ul style="list-style-type: none"> - new Subpostmaster; - reinstated Subpostmaster; - Temporary acting Subpostmaster; - Nominee Subpostmaster; - Franchisee; - Operator; or - member of Post Office Ltd staff placed in temporary charge. 	Please write reason in this box TEMPORARY ACTING SUBPOSTMASTER DUE TO SUSPENSION OF MRS A. HENDERSON		
11. Date of commencement	16/2/2010		

Details of POL representative completing this :

Signature: **GRO** Name (please print): **GRO**
 Telephone Number: **GRO** Date: 16/2/2010

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN AN AGENT LEAVES HIS/ITS APPOINTMENT OR THERE IS A CHANGE OF BRANCH STATUS:-

CAUSE OF CESSATION	TRANSFER REPORT (P344) TO BE PREPARED	FINAL CASH ACCOUNT (P242) TO BE PREPARED	REMARKS
Termination of contract+ by Agent	YES	YES	
- Suspension of Agent	YES	YES	If the agent is reinstated after suspension a further P344 and a P242 should be prepared
- Termination of contract+ by Post Office Ltd	[]	[]	
- Illness* (when a relative acts as a temporary Agent)	YES	YES	When the agent resumes after illness, a further P344 and P242 should be prepared
- Death* (when a relative acts as a temporary Agent)	YES	NO	When a new agent is appointed, a further P344 and P242 should be prepared
- Agent in charge (Post Office Ltd staff)	YES	YES	Neither form necessary on transfer from OIC to another OIC
- Temporary Subpostmaster	YES	YES	
- Nominee Subpostmaster and change of firm	YES	YES	
- Nominee Subpostmaster (no change of firm)	NO	NO	Neither form necessary on transfer from OIC to another OIC from the same firm
Change of Branch status			
- From a Crown to an agency branch	NO	NO	

+This could be a Subpostmaster Contract, Franchise Agreement or other agency contract such as Post Office® Essentials.

*Not applicable where the Agent is a company.

Retention period: 6 years



The Subpostmaster's Contract

Acknowledgement of Appointment

I accept the Appointment as Subpostmaster at:

WORSTEAD

and agree to be bound by the terms of my contract,
the Personal declaration (p13) signed by me, and
by the rules contained in the Book of Rules and
the instructions contained in those Postal
Instructions issued to me.

Date

Signature of Subpostmaster

2.7.97

GRO

Date

Signature of Witness

2-7-97

GRO

NSA HoBD45
Sent by: Stephen Saville

To: Ann Bailey/e/POSTOFFICE@POSTOFFICE
cc:
Subject: Re: Mrs Allison Henderson, FAD 226/136, Worstead Post Office

26/04/2010 11:44

Hi Ann,

As requested.....



Worstead - Contract.pdf

Regards

Stephen Saville

Branch Support

Post Office Ltd - Network

Upper Floors Markets Crown Office, 6-16 New York Street, Leeds, LS2 7DZ



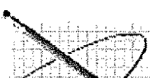
GRO

None

stephen.saville@postoffice.co.uk GRO

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Ann Bailey



Ann Bailey
23/04/2010 11:57

To: NSA HoBD45 GRO
cc:
Subject: Mrs Allison Henderson, FAD 226/136, Worstead Post Office

Good Morning,

could I request the appointment papers for Mrs Allison Henderson, FAD 226/136, Worstead Post Office

Thanks Ann

Mrs Ann M Bailey,
Former Agents Accounting
Post Office Ltd
Finance
2nd Floor West Block,
Post Office Ltd,
1 Future Walk,
Chesterfield,