

PERSONAL AND IN CONFIDENCE

Mr Lee Castleton  
Post Office® Marine Drive branch  
14 South Marine Drive  
Bridlington  
YO15 3DB

26.04.04

Dear Mr Castleton

**Re: SUSPENSION OF CONTRACT FOR SERVICES**

I wrote to you on 23 March 2004 confirming the suspension of your contract for services as subpostmaster of Post Office® Marine Drive Branch.

I am now considering the summary termination of your contract for services on the grounds that the audit at your office on 23 March 2004 resulted in a total shortage of £25,758.75. You had reported to me large, unexplained losses over the preceding period of 12 weeks. You were unable to make good the losses and therefore the decision was made to suspend you from your contract for services due to the obvious risk to Post Office Ltd funds. There are a number of obligations set out within the Subpostmasters contract for services, one of which being retention of the appointment is dependant on the branch being well managed and the work performed properly to the satisfaction of Post Office Ltd, the Subpostmasters contract section 1, paragraph 5 and section 12, paragraph 12 refers. This is in accordance with Section 1, paragraph 10, of 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.

I would now like to give you the opportunity to put forward any reasons why I should not pursue this course of action. You can do this by requesting a personal interview or submitting a response to the charge(s). In either case you should inform me of your intentions, in writing by 5 May 2004.

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Re: **SUSPENSION OF CONTRACT FOR SERVICES**

I have provisionally set aside the morning of Monday 10 May 2004, at the Area Managers Office in Darlington, should you choose a personal interview. If this date is inconvenient we will of course re-arrange.

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a fellow subpostmaster, or a registered Sub Office Assistant or a Consignia employee or an official/ representative of the National Federation of Subpostmasters. You also have the right to request and receive all information relating to the aforementioned charge.

Yours sincerely

Cath Oglesby  
Retail Line Manager

Post Office Ltd  
Operations  
Darlington Area Office  
Crown Street  
Darlington DL1 1AN

To: Cath Oglesby  
Retail Line Manager

\*I wish to attend for interview

\*I wish to submit written representation

\* **Delete as appropriate**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Re: SUSPENSION OF CONTRACT FOR SERVICES**

PERSONAL AND IN CONFIDENCE

Mr Lee Castleton  
Post Office® Marine Drive branch  
14 South Marine Drive  
Bridlington YO15 3DB

17.05.04

Dear Lee

I am writing following our meeting on Monday 10 May 2004, in which you put forward reasons why your contract for services should not be summarily terminated.

I have reviewed the papers relating to this case very carefully and have taken into account the points you have put forward.

After consideration I have decided to summarily terminate your contract for services as Subpostmaster of Post Office® Marine Drive branch from the date of your suspension, 23 March 2004, on the grounds that you have had several large unexplained losses at your office totalling £25,758.75. You were unable to make the losses good, which is in breach of your Contract For Services. There are a number of obligations set out within the Subpostmasters contract for services, one of which is that the branch is well managed and the work performed to the satisfaction of Post Office Ltd. I do not feel that you have achieved your obligations.

Please refer to your contract for services section 1, paragraphs 5 and 10 and section 12, paragraph 12.

You may, if you wish, appeal against my decision. If it is your intention to appeal, you should notify me, in writing by 31 May 2004. The format of the appeal can either be a personal interview or written submission. Should you wish to progress this avenue, I will arrange for the appeal to be heard by a member of Post Office Ltd Appeals Authority.

Post Office Ltd  
Darlington Area Office  
Crown Street  
Darlington  
DL1 1AN  
☎0845 6011022

Please sign and return one copy of this letter immediately in the envelope provided. A second copy is enclosed for your retention.

Yours sincerely

Cath Oglesby  
Retail Line Manager



To: Cath Oglesby  
Retail Line Manager

I have noted the content of this letter.

If I decide to appeal against your decision, I will let you know separately.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PERSONAL AND IN CONFIDENCE  
Mr Lee Castleton  
Post Office@ Marine Drive branch  
14 South Marine Drive  
Bridlington  
YO15 3DB