



Dear Customer

Branch Temporary Closure
Barton-le-Clay Post Office
29 Bedford Road, Barton-le-Clay, Bedford, MK45 4LL

We are writing to inform you that, regrettably, following the resignation of the postmaster and the withdrawal of the premises for Post Office use, the above branch will be closing temporarily on Wednesday 7 February 2024 at 17.00. We apologise for the inconvenience this may cause our customers.

The provision of a Post Office service to our customers in the local community is important to us, and any future service must be sustainable for the person operating the branch and for Post Office Limited. We have been inviting applications to operate a Post Office in Barton-le-Clay on our website www.runapostoffice.co.uk and we have received some interest that we are currently exploring.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

If you are a local representative it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of posters, please let us know.

We hope that our customers will continue to use Post Office services and details of alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, www.postoffice.co.uk/branch-finder

If you are a local representative we will write to you again once we have any news about our plans for future service provision.

Yours faithfully

Anthony Bayley

Anthony Bayley
Network Provision Lead

How to contact us:

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

Alternative branches

There are times our branches may need to make changes to its opening hours.

The latest available branch information can be found on our website

www.postoffice.co.uk/branch-finder

Harlington Post Office

10-12 Lincoln Way
Harlington
Dunstable
LU5 6NA

Opening times

Monday – Saturday	06:30 – 18:00
Sunday	08:00 – 12:00

Services

Offers similar services, however excluding Dollar Travel Money, Vehicle Tax and National Lottery.

Access

This branch has a wide door and a step at the entrance.

Getting there

This Post Office service is located approximately 3.1 miles away from Barton-le-Clay branch, along varied terrain. Roadside parking is available nearby. There is no direct bus route between Barton-le-Clay branch and this Post Office service.

Shillington Post Office

Old Methodist Church Hall
High Road
Shillington
Hitchin
SG5 3LP

Opening times

Monday – Friday	09:00 – 13:00 14:00 – 17:30
Saturday	09:00 – 12:30
Sunday	Closed

Services

Offers similar services, however excluding Dollar Travel Money.

Access

This branch has a wide door and level access at the entrance.

Getting there

This Post Office service is located approximately 4.1 miles away from Barton-le-Clay branch, along varied terrain. Roadside parking is available directly outside the branch. There is a bus service available between Barton-le-Clay branch and this Post Office service. The nearest bus stop is approximately 63 metres away.

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹ / temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Consumer Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk

Comments@postoffice.co.uk

FREEPOST Your Comments

Call: 03452 66 01 15

Textphone: 03457 22 33 55

¹ We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases, the consultation will seek feedback on alternative Post Office service provision in the area.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.