



Dear Customer,

**Service Re-opening**

**Changes to Kilgetty Mobile Services  
Affecting Llanfallteg and Trelech**

We are delighted to let you know that we will be restoring Post Office services to Whitland on Tuesday 04 October 2022 at 09:45. The branch closed temporarily in August 2022, following the resignation of the postmaster. We are pleased to reinstate the service as a Temporary Mobile service whilst we continue to seek a permanent solution.

The new Mobile service will be operated from King Edward Street Car Park, Whitland, SA34 0AA, by the postmaster from Kilgetty Post Office, and will offer a range of Post Office products and services.

We are also writing to advise that due to low customer usage, the Llanfallteg Mobile service operating at Llanfallteg Car Park, Millennium Hall, Llanfallteg, Whitland, SA34 0UN, will be closing temporarily on Monday 03 October 2022.

To accommodate these changes, the current opening hours of Trelech Mobile service will be changing and will also take effect from the week commencing Monday 03 October 2022. Full details of the new temporary service and changes are provided at the end of this letter.

I know that the local community will join me in welcoming this good news and hope that you and our customers will continue to use this service. If you are a local representative, please feel free to 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.

If you have any questions about the new service, please contact the National Consultation Team, as detailed below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

Thank you for your support in restoring a Post Office service.

Yours faithfully,

*Fiona Shanahan*

**Fiona Shanahan  
Network Provision Lead**

How to contact us:

[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)  
[postofficeviews.co.uk](https://postofficeviews.co.uk)  
FREEPOST Your Comments

## New Service Details:

During the Coronavirus pandemic some branches may need to make changes to their opening hours. The latest available branch information can be found on our website

[www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

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### Whitland Mobile Service

King Edward Street Car Park  
Whitland  
SA34 0AA

#### Opening times

Tuesday	09:45 – 11:15
Thursday	09:15 – 10:45

#### Getting there

This Post Office service is located approximately 150 meters away from the previous branch location, along varied terrain.

#### Services

A range of Post Office products and services will be available.

#### Access

There is a step into the Mobile vehicle, however an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

#### Parking

Parking is available close to where the Mobile Van will be parked.

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### Details of the change to the existing Mobile service:

#### Trelech Mobile Service

Maes Cawnen  
Trelech  
SA33 6RW

#### Current opening times

Monday	13:30 – 15:30
Wednesday	13:30 – 15:30

#### New opening times

Monday	13:45 – 15:00
Thursday	12:30 – 14:00

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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](https://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 closure<sup>1</sup> / 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, Citizens Advice 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, Citizens Advice 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](mailto:Comments@postoffice.co.uk)**

**FREEPOST Your Comments**

**Call: 03452 66 01 15**

**Textphone: 03457 22 33 55**

<sup>1</sup> 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.