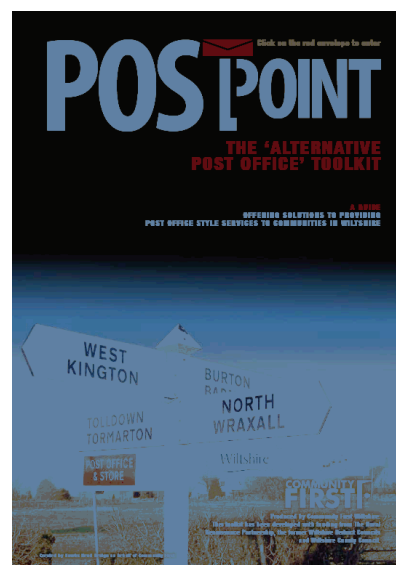


Post Point Toolkit

Following on from the 'Post Point: Another Solution' article in the Autumn 2009 edition of Rural Retailer the Rural Community Council (RCC) for Wiltshire, Community First, announces the Post Point Toolkit, commissioned by Wiltshire Council to offer alternative Post Office style solutions in rural Wiltshire.

Wiltshire's Post Point Toolkit offers a number of ways to provide simple Post Office Style services to rural and neighbourhood communities across Wiltshire. The Wiltshire Post Point, inspired by an example running in the local Kington St Michael Community Shop and work undertaken by the Norfolk RCC has been designed for set up in a village hall, church, shop or anywhere the community can conveniently access. The comprehensive step by step toolkit has been developed with both communities and retailers in mind and takes the user through the stages of How it Works, Getting Started, Legal Structures, Finding Suitable Premises, Business Planning, Finance, Cost Recovery, Engaging Volunteers, etc on to the Final Launch. The toolkit also provides case studies, printable forms and contacts.



A specific feature of the Post Point Toolkit is three recommended levels of operation:

- Post Point - a basic operation with a Royal Mail Collection point, parcel weighing facilities and postage information, recorded delivery, stamp sales and community information.
- Post Point Plus - a package of recommendations that builds on the basic services offered through the Post Point concept but with assisted computer access. Enabling users to make a variety of online transactions, access information and print off various forms and information.
- Post Point Extra – a range of opportunities designed to operate in a retail or hospitality environment and offer the closest possible alternatives to a Post Office. This option looks at opportunities for Cash Machines, Money Transfers, Bill Payment schemes and Kiosks.

The extensive toolkit has been designed as an interactive PDF; this makes the toolkit easy to navigate on a computer by clicking on the contents page listings and various other links as you would through a website. The document can also be printed out in a booklet form. Starting in January, Post Point Wiltshire will be piloted in a number of village locations with funding from the local Plain Action, part of the Rural Development Programme for England. This pilot programme will help fund advisory support, start-up equipment and signage. It is hoped the Post Point brand will become regionally recognised and replicated throughout the South West.

For more information about the Toolkit please contact Tim Coomer, Rural Enterprise Adviser at Community First on 01380 722475 or email tcoomer@communityfirst.org.uk

The Post Point concept is not intended to replace Post Offices where such facilities remain and due consideration should be made to ensure that by installing a Post Point a neighbouring Post Office is not unduly affected.