

## **TERMS OF REFERENCE FOR OIL IN LOWESWATER CLUB** **(O.I.L.CLUB) 4th June 2024**

1. The club is set up for the purchasing of heating oil (kerosene, 28 second). No other type of oil will be handled.
2. The club coordinator will notify confirmed members of the next deadline order date, by email. A list of dates for the year will be displayed on the village notice boards and sent to members once the club is established.
3. The deadline dates for ordering for 2024/25 are:  
  

<b>28th September 2024.</b>	<b>1st March 2025</b>
<b>23rd November 2024.</b>	<b>3rd May 2025</b>
<b>4th January 2025.</b>	<b>28th June 2025</b>
4. There is a management fee of £20, paid annually, which will be wholly donated to Loweswater Village Hall. There will be a reduction to £10 for people who join anytime in the last 6 months of the current year. Cheques made payable to Loweswater Village Hall or cash( must be receipted) to Lyn Furniss please.
5. Existing or joining members email their orders to the coordinator ([oilinloweswaterclub@gmail.com](mailto:oilinloweswaterclub@gmail.com)). Minimum order is 500 litres. Fill to brim must give an estimate of how much you need for negotiation with the suppliers. Suppliers will do their best to do this.
6. The coordinator phones several companies to secure the best price based on the total volume required in any one buying cycle. The coordinator places the order for an estimated volume of litres and the number of drops required. Suppliers are currently indicating that at least 5 drops are required in one cycle and 5000 litres are needed to negotiate a better price.
7. The coordinator confirms the customer details for the cycle to the appointed supplier. Oil is delivered on an agreed date or dates.

- 8. The coordinator confirms price and delivery date to members who have ordered.**
- 9. The supplier sends an invoice for the oil delivered direct to the individual. Suppliers generally need payment up front for the first order for new account holders.**
- 10. The invoice is payable direct to the supplier by the recipient within the stipulated period.**

**PLEASE NOTE: OIL IN LOWESWATER CLUB DOES NOT HANDLE ANY PAYMENTS FOR OIL.**

**An application form for membership must be completed, signed and returned, complete with payment, before an order can be placed.**

**Forms can also be obtained from Lyn Furniss via the email address above. Payment by cheque can be sent to Lyn at Looking Stead, Loweswater CA13 0RS.**