

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

2<sup>nd</sup> July 2012

Dear Polstead resident

## OIL BUYING SCHEMES

For the past 6 months Polstead Parish Council (PPC) has been undertaking a review of the various oil buying schemes currently in operation in the Polstead area. After researching the schemes available and talking to members and operators, the councillors agree that they consider the **SUFFOLK ACRE OIL BUYING SCHEME** to be the only one that they can recommend should you be interested in joining such a scheme.

As can be seen from the information below the principles of the scheme are a £20 annual membership fee and local co-ordinators from each area who run the scheme. Initially Suffolk ACRE is willing to take on the co-ordinator role, should one not step forward. However, PPC will facilitate finding the required co-ordinator(s) for the village should sufficient numbers of members come forward from Polstead. If you would like to become a co-ordinator please let John Baxter 01206 265967 or myself know.

PPC hope you find the information on the scheme and some basic Questions and Answers helpful. More information can be found at [www.communitybuying.org.uk](http://www.communitybuying.org.uk) and PPC has also attached an application form should you wish to join the scheme.

### Dave Crimmin MILCM

Clerk to Polstead Parish Council

### Suffolk ACRE Community Buying Ltd. (Registered No. 4794467)

Brightspace

160 Hadleigh Road

Ipswich, Suffolk, IP2 0HH

Tel: 01473 345300 Fax: 01473 345330 Email: oil@communitybuying.org.uk

## Summary of scheme

In summary, the scheme works as follows: -

- Suffolk ACRE Community Buying Ltd maintains a central database of scheme member's name, address, contact details and information such as location of the oil tank.
- As new members join the scheme, Suffolk ACRE will let your co-ordinator know by e-mail, so that he/she will have a regularly updated list of paid-up members from which it will be possible to see which of them are on e-mail and which are not. Suffolk ACRE will be in touch with all new members explaining how they need to go about placing their orders.
- Each month, your co-ordinator will e-mail all those local members on the list who have e-mail addresses to ask them whether they want to order oil and how much oil they want. This information is transmitted on a Suffolk ACRE order form to the co-ordinator and becomes a binding order.
- For those who are not on e-mail, the co-ordinator will identify somewhere in the village for a paper copy of the order form to be deposited.
- At an agreed date the co-ordinator will collate all the requests for oil and fill in the details on the local co-ordinator's oil order form for transmission to Suffolk ACRE.

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- The deadline for electronic submission of the local co-ordinator's oil order form to Suffolk ACRE is generally set as 12 noon on a Wednesday. Suffolk ACRE may be prepared to make exceptions but only for people who are seriously at risk.
- Once Suffolk ACRE Community Buying Ltd (or it's agent) has negotiated the best possible price from across a whole range of suppliers, Suffolk ACRE will advise the local co-ordinator :-
  - who the chosen supplier is,
  - what price the oil will be and
  - the approximate delivery date.
  - The co-ordinator will pass this information on to all members.

## Some Answers to Frequently Asked Questions

**AREA COVERED** – The County of Suffolk

**THE PRICE** – Suffolk ACRE negotiations take account of the international price of a barrel of oil as well as other factors such as bad weather, Christmas as well as the gross volume being ordered so ensuring the price you pay is the best possible price at the time.

**QUANTITY** – The minimum quantity that can be ordered is 500 litres.

**VAT** - The price quoted is exclusive of VAT which is currently 5%

**THE ORDER FORM** – When you complete and submit your order form it becomes a firm order and not just an expression of interest. Thus the price obtained is based on everyone's orders, so unless there are exceptional circumstances the order is definite as soon as it's placed with the local co-ordinator.

**MONEY** – Local co-ordinators do not handle any money.

**PAYMENTS FOR OIL** - All payments for oil go directly from the customer to the supplier in the normal way as per the suppliers terms or otherwise agreed by the customer.

**DELIVERY OF OIL** – Suffolk ACRE Community Buying Ltd can only give an approximate delivery date to your village because the oil supplier will be attempting to meet the needs of all their customers.

**MEMBERSHIP** – Individual household membership costs £20, Community Buildings (village halls) £30 and Businesses £100 all payable annually directly to Suffolk ACRE Community Buying Ltd.

**VILLAGE CO-ORDINATOR** – The scheme normally works through a volunteer local co-ordinator but Suffolk ACRE will act as your local co-ordinator until one is appointed. Local co-ordinators have FREE membership of the scheme.

**How do I join?** Go to [www.communitybuying.org.uk/join](http://www.communitybuying.org.uk/join).

If you do not have access to the internet, please complete this form and send it together with your payment to:

**Suffolk ACRE Community Buying Ltd**  
**Brightspace, 160 Hadleigh Road, Ipswich IP2 0HH**  
**Tel: 01473 345300 Email: [oil@communitybuying.org.uk](mailto:oil@communitybuying.org.uk)**

Once your membership application has been accepted we will tell you how to place your orders.

***Your contact details:***

Full Name .....

Address .....

..... Post Code .....

Tel (Home / Mobile) ...../.....

Email.....

**How do I pay? Annual membership categories (Please tick)**

Domestic £20  Community Building £30  Business £100

By cheque to Suffolk ACRE Community Buying Ltd  
By BACS to Suffolk ACRE Community Buying Ltd  
Account Number 70167665 Sort code 20-44-51  
(Please quote surname as the reference)

***Delivery Details:***

Where is your tank? .....

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Any problems the oil supplier needs to know about, e.g. steps, narrow lanes, fierce dogs, etc.?

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Is the tank accessible to the supplier at any time - is it locked?

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How did you hear about us? .....