

4. Solicitors

The Trust Corporation has only limited facilities, and cannot handle purchase or sale transactions involving freehold property. It will be necessary for you to instruct a local solicitor specialising in property work to handle the conveyancing formalities on the sale.

You may already know of a reputable local firm which handles property work, or can obtain a recommendation from Guiding connections locally.

The solicitor will generally quote a fixed fee for property work, assuming the sale does not encounter any unexpected obstacles and there are no abortive transactions. It is good practice to agree the fee in advance.

5. Title Deeds

The title deeds/registered title to the [] Headquarters is/are in the name of the Trust Corporation and are held by our external solicitors, Bates Wells Braithwaite. Before any sale, we will need to check them and confirm they contain nothing which would restrict or otherwise affect your ability to sell the Headquarters.

Bates Wells Braithwaite will send the title deeds to your solicitor when you give me his name and address, and will be able to provide him with background information which will simplify the procedure so far as he is concerned.

6. The Legal Procedures

The Trust Corporation acts on the sale in accordance with the Guide Association 1938 Trust Deed at the direction of your Committee, which has sole responsibility for deciding whether the property is to be sold, and if the price achieved is acceptable.

The conveyancing documents will be signed here on behalf of the Trust Corporation in due course. The Charities Act 2011 will require two members of the your Committee to countersign the Land Registry transfer to confirm that the Charities Act procedures have been complied with.

I will provide a form of resolution to be passed by your Committee once a purchaser has been identified and the offer accepted.

7. The Sale Proceeds

After the sale is completed and the expenses of sale have been paid, for audit purposes and to comply with the 1938 Trust Deed what remains of the proceeds of sale will be sent to the Trust Corporation, which will deal with them at the direction of your unit. For charity account purposes, the sale proceeds should be recorded by you and treated as general funds, with no restrictions.

If those proceeds are to be invested for the benefit of your unit, the Trust Corporation offers a cash deposit fund and an investment service through its stockbrokers, CCLA. To minimise administrative complications and expense, and to assist compliance with the charity trustees' statutory duty of care under the Trustee Act 2000, the investment service is limited to investment in the CCLA COIF Investment Fund. Further information can be supplied on request. Capital money can be withdrawn from the investment at any time on the direction of the unit, whether to fund specific projects or for other reasons as your Committee decides.

I hope all this makes the process reasonably clear, and if you have any questions or concerns, please let me know.