

PROCEDURE TO APPOINT THE SCOUT ASSOCIATION TRUST CORPORATION FOR A DEED OF VARIATION.

Deed of Variation

A deed of variation changes an existing lease

Appointing the SATC

In order for SATC to enter into a deed of variation on behalf of a scout unit the matter must be placed before the SATC board of trustees for approval. This is done on the first Friday of each month. Before this can be done, we require the following:

(a) **Letter of Request**

The completed letter of request which must be formatted and signed accordingly. The letter is necessary to confirm the scout unit's executive committee has passed a formal resolution to appoint SATC; and confirms that the executive committee of the scout unit agree that they will be responsible for the compliance with the terms of the deed of variation .

Once the letter of request has been completed please return the hard copy to the following address:

The Scout Association Trust Corporation
Gilwell Park
Chingford
London
E4 7QW

(b) **Background information**

This should comprise brief background outlining any particular reason why the SATC is being appointed and why the variation is being created.

(c) **Draft Deed of Variation**

Copy draft deed of variation with our standard clauses included (More information is provided below).

The information described at (b) and (c) can be sent by email to **trust.corporation@scouts.org.uk** clearly stating the group name and address of the property.

SATC Administration Fee – payable by the Scout unit

Once the board has approved a request, the Scout unit will be required to pay an administration fee of £400 plus VAT. We would recommend under the circumstances that

you look to the other party for payment of the fee and in doing so, confirm in writing the amount before you proceed. We will request the administration fee by issuing an invoice following approval by the board. Payment can be made by cheque or bank transfer. Cheques should be made payable to The Scout Association and bank details will be provided upon request.

The administration fee is payable each time the scout unit asks SATC to act as Custodian Trustee including lease renewals.

Surveyor and Legal Fees

The Scout Unit is responsible for any legal or surveyor fees that arise in respect of a matter.

Standard SATC Clauses

These must be included in the deed of variation and have been provided in a separate document.

Land Registry

The deed of variation will have to be registered at the Land Registry. This is not a service that we provide. We strongly suggest you advise that you instruct a solicitor to do this for you as the process is complicated (More information in relation to solicitors is provided below).

SDLT Form

If an SDLT form is required then this should be submitted by and on behalf of your Scout Unit as the beneficial owner.

Role of the Legal Department, Legal Advice and Representation

As well as acting as solicitor for TSA and SATC, we also provide general legal advice to members. Due to a potential conflict of interest, and the legal department's capacity, advice can only be general and more specific legal advice in relation to particular circumstances would have to be provided by a separate solicitor. In view of the charitable nature of The Scouts, and because the movement is largely run by volunteers, it would not be unusual for a solicitor to act for free on a pro bono basis. In respect of a deed of variation, we would strongly advise a unit to obtain legal advice and representation as they can be complicated and in some instances there is a degree of risk.

If you have any questions please do not hesitate to contact us otherwise, if you wish to appoint SATC, we look forward to receiving the required items detailed in this procedure.