

### **Appendix 3**

#### **Transfer of the Market Rasen Office to Market Rasen Town Council.**

Until recently, West Lindsey employees have been using the Market Rasen offices on an adhoc basis – providing face to face customer services to the residents of Market Rasen along with telephone and self service facilities.

This use was to be reviewed later in the year but following an intrusion, just over a month ago, there is less appetite from West Lindsey Customer Services to retain a formal presence in the Market Rasen Office and steps are already in place to vacate the building.

In March 2018, the office block (TF Ref S093) was given a valuation of c. £139k (Basis Fair Value) by valuation agents Wilks, Head & Eve.

West Lindsey District Council is proposing to fully offset the value of the building by offering a disposal by way of part freehold transfer of the premises to Market Rasen Town Council on the basis that WLDC:

- Are provided with a peppercorn lease of the roof (if deemed necessary) until 2037 thus retaining the solar panels on the roof in order to generate income from the feed in tariff – estimated to be £1400 per annum.
- Retain the car park
- Have access to meeting room use at zero cost (hours to be negotiated)
- Allow the space to provide a WLDC self-service kiosk
- MRTC cover all legal costs associated with the transfer

By transferring the building it is anticipated that West Lindsey District Council will save around £13k per annum on maintenance, rates and room hire costs.

It is recommended that WLDC proceed with the above transfer once the following due diligence has been applied:

- Surplus Test and Underutilisation Appraisal – to assess current usage
- Formalise Heads of Terms and present to MRTC for approval.