



Age Concern Hauraki Coromandel Inc  
PO Box 466 Thames 3540  
[thamesmanager@ageconcern.gen.nz](mailto:thamesmanager@ageconcern.gen.nz)

DATE: 8/03/2022

Dear Russell

**Re: Thames Chess Club usage of Age Concern Hauraki-Coromandel office**

Many thanks Russell for accepting our invitation and presenting on behalf of the Thames Chess Club to our Board of Directors.

As you mentioned at the Board meeting, permission to use our office was provided by a previous Manager but you were unsure who that was. No documentation had been signed so no rules or regulations were agreed and the term of the usage had not been negotiated.

You mentioned that the Chess Club had been using the office for over 2-3 years (approximately).

The Board found your presentation interesting and they were heartened to hear that one of your members was over 70 years old. They were also most interested in hearing about the Chess Competition coming up soon, and your predictions that the Thames Club would do well.

We wish you all the best in this competition.

Our organisation is a Charity and is a member of Age Concern New Zealand, but we have our own governing body (our Board). Some of the core functions of our Board are to:

- Monitor risk management
- Regularly scan the environment in which the organisation operates
- Ensure the organisation complies with all legal requirements and within the governing body's own policies

As you know Covid-19 has changed many things and what was normal or relevant 2-3 years ago, no longer applies. There are many risks which now have to be monitored, government mandates that need to be followed (or the threat of fines could result), and organisations have new obligations to implement, so that both the workforce and the community are kept safe.



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Following your presentation, our Board undertook a Risk Management Assessment and identified several areas of concern that put not only our staff, volunteers and clients at risk, but also our building contents and liability are put at potential risk (e.g.) if a fire were to break out while your group was in the office.

Concern was also raised about our lease agreement which specifically states:

- *The lessee shall not sublet or allocate the neither property, nor consent to any other person or business to use or occupy the property without the earlier written approval of the Landlord, which permission may not be unduly withdrawn.*

Therefore, to mitigate the risks and concerns the following decision was made by our Board:

The Board of Age Concern Hauraki-Coromandel wishes to advise that their office at 608-610 Queen Street Thames, will no longer be available for outside groups/clubs/organisations or businesses to use on a regular basis.

However; in making this decision they did take into consideration the upcoming Chess competition, so a date of Sunday 1<sup>st</sup> May has been set for the final day of your usage.

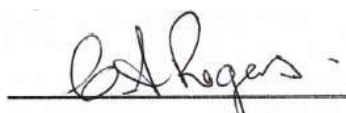
Following that date, they ask if you could please return the key by leaving it locked in the rooms on your final departure. (The door can be locked without a key).

Until then they ask if you could please continue to ensure:

- All members scan or sign in and a vaccination pass is sighted on entry
- Clean all surfaces used (including toilets) and return any furniture that has been moved
- Use the Covid-19 Symptom check signage to ensure no one enters that is a close contact, awaiting a Covid test result, has a Covid positive result, or has any symptoms of Covid-19.
- Spectators are not welcome to enter (including children) unless they are playing Chess.
- And of course, no smoking or alcohol is allowed in or near the building.

We hope you can understand our situation, and we do extend our best wishes to the Thames Chess Club for your upcoming competition and the search for alternative venue options.

**Yours sincerely**



(Signature of Chairperson)

**Christine Rogers, Chairperson**  
**Age Concern Hauraki-Coromandel**



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