

**FARNHAM  
MASONIC  
HALL  
COMPANY  
LIMITED**

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To:  
Secretaries/Shareholders  
Directors  
**For circulation to all members**

14<sup>TH</sup> November 2017

The FMHC are looking to fill the following positions:

**Bar Manager:** This would suit a retired Brother who resides in the locality.

Duties:

- To clear cash after the meeting
- To ensure appropriate float is left in the till
- To replenish bar stocks
- To clear away empties
- To update beers and wines as and when
- To present the Board with an annual Report

Remuneration: A stipendiary of £500 will be paid annually

**Hall Manager:** Again this would suit a retired Brother who resides locally.

Duties:

- To maintain the hall and ensure all inspections, statutory or otherwise and servicing is carried out in a timely manner.
- To present to the Board any estimates for programmed repairs or improvements and to oversee them through to completion.
- To create a list of approved contractors to carry out emergency repairs so as to ensure the Hall continues to run effectively.
- Removal of rubbish.

Remuneration: A stipendiary of £600 will be paid annually

Anyone who is interested or would like more details, please contact the Secretary in the first instance.

These are very important posts that must be filled if the Hall is to continue to function as it does at present.

Sincerely and fraternally

Richard Graham  
Secretary