

WILLIAM BEVAN FUNERAL DIRECTORS

Established over 200 years

Private Chapel of Rest

24 Hour Service at all times

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AS YOUR FUNERAL DIRECTOR

We perform a unique and indispensable role in society. It is a role part professional, part vocation and part trade. Our Funeral Directors are always available in time of need. We provide emotional support, expert and practical advice.

Service

You will experience the highest, most efficient standard of service in the area.

Expert Advice

The experience of the Funeral Director's sympathetic ear is all the more valuable because we are dealing with the practicalities of the funeral. Our Funeral Directors will listen to you, the bereaved, as you decide what sort of funeral you want. We will inform you about the type of funerals available, the type of services, the forms to be filled in and the grants available. As a matter of course we are kept up to date with any changes that may occur in Social Security regulations relating to funeral grants and payments.

Experience and Expertise

Our experience and expertise extends beyond that required on a day to day basis. We are sympathetic towards different ethnic and religious groups. Our Funeral Directors are aware of the special needs involved in supporting those who have suffered a sudden death.

Training and Qualifications

Our Funeral Directors are trained and qualified to act as a professional and confident advisor who ensures that arrangements are carried out with efficiency and the dignity that this most difficult occasion demands.

Compliance with Regulations

On a practical side, we ensure that all the necessary liaisons and deadlines are met and all the paperwork is completed and handed in at the right place at the right time. A full written estimate detailing the costs will be given with every funeral arranged. This shows the Funeral Director's charges and details of the fees paid on behalf of the family.

Much of the work that the Funeral Director does is discreet and is not always readily apparent what duties are carried out. These include :- Service The Funeral Arrangements themselves can be made at anytime just by contacting us. We can call and see you or you may visit our Funeral Home. In selecting ourselves as your Funeral Director, we will ensure that each and every detail is discussed with you thoroughly to ensure your wishes and those of the deceased are correctly carried out.

Documentation

On completion of Cremation and Doctors Forms the Certificates are taken to the relevant authorities along with other legal documents. All Documentation and discussion about the funeral will be retained for future reference by the family and ourselves. All information is kept in absolute confidence.

Liaison and Confirmation

All communications, regarding the funeral arrangements, with clergy, church, cemetery or crematorium and liaison with the police and coroner when necessary, are taken care of.

On the day of the funeral

No one knows when a death will occur, or when you will suffer the loss of a loved one. Death can occur at anytime and anywhere. The Funeral Director will be responsible for the overall supervision of the funeral itself and will always be available from the time of death, to the ceremony and afterwards for help, support, guidance and comfort. Once we have taken your instructions and have arranged a funeral at a given time on a given day, we will carry it out, regardless of circumstances. All arrangements made for the funeral are confirmed in writing, so that the details may be checked and agreed. The Removal of the Deceased from the place of death to our Funeral Home is a service, providing we have the necessary authority. The Arrangement and Payment of Fees and Disbursements relating to the funeral include; Crematorium and Cemetery Fees, Parochial Fees, Press Announcements, Floral Tributes, Hymn Sheets, Attendance Cards, Catering arrangements either at home, our Funeral Home or an external venue, plus any other detail requested by the relatives of the deceased. Where necessary a grave will be purchased and fees paid.

Where necessary we will provide Limousines to follow the Hearse. All staff will be attired in smart appropriate dress and shall ensure professional dignified attendance and supervision throughout the funeral. If you require any help or advice at anytime, please contact us.

Assistance 24 hours a Day.

As your Funeral Director, we are here to advise you in making all those arrangements which meet your personal needs and desires. Please remember that we are here to help you in whatever way we can, to help you cope and adjust to your bereavement. Providing you with a personal 24 hour, 365 day a year service is just the start. Remember, if you require help at any time during this period, all you need to do is call.

THE DAY OF THE FUNERAL

The Funeral Ceremony is the culmination of the work that has taken place since the death occurred.

Although only one of the many functions of the Funeral Director, to many people, the sight of a funeral cortege is probably the one most associated with funeral service. It is significant to note that the word funeral is derived from the Latin "funeralis" meaning a torchlight procession.

Funeral Directors will be in attendance throughout the proceedings, to ensure the smooth running of events. They will take on the role of master of ceremonies, carrying out the task of guiding, directing and overseeing the funeral.

As well as the Funeral Director, four members of staff will also be present. These pallbearers will be attired in smart appropriate dress and will ensure professional dignified attendance and supervision throughout the funeral.

If you or any member of your family is unsure of what to do, tell your Funeral Director. This is what they are there for, to help and guide people through one of the hardest days of their life.

Costs and other services

In all aspects of the funeral arrangements our staff will point out the procedures and legal requirements.

Whilst arranging the funeral, we will advise on costs and charges to be incurred, culminating in a full written estimate which will be given to the person responsible for the arrangements before the day of the funeral.

Our account itself is divided into three separate parts, our charges, the disbursements and the coffin or casket.

Our charges include professional fees and overhead costs, which include the provision of a 24 hour a day call rota, our professional services in making the funeral arrangements and arranging documentation and necessary personal attendance's, the conveyance of the deceased to our private rest rooms and the use of the same until the day of the funeral.

Disbursements

Disbursements are essentially fees that we pay out on behalf of the family. These include Doctors fees, Crematoria/Cemetery fees, Parochial fees, Newspaper Announcements, Printing and Catering.

Our written estimate will detail the approximate cost of any disbursements. However, as we have no direct control over these charges, there could be slight variations from the estimate.

Coffin or casket charges are for the coffin/casket you choose including the gown and lining etc.

The account can be paid for by cash or cheque.

Organisations to be Informed of the Death

- Car Insurance - Documentation will have to be changed as you are not legally insured to drive if the policy is in the Deceased Name.
- Social Services/District Nurses - (If there is equipment belonging to either of these, it must be returned)
- Hospital and/or family Doctor (Any outstanding appointments should be cancelled)
- Employer or Professional Association
- Inland Revenue
- Social Security - (Form 344/BD8 needs to be completed to cancel any direct payments into a bank account. This white certificate is provided by the Registrar of Deaths)
- Local Council - (Cancel any housing/rate benefits and council tax)
- Gas, Electric, Water, Telephone and Cable Companies - (Cancel accounts)
- Post Office - (Arrange redirection of mail, a small charge may be made)
- Credit Card Companies - cancel cards and pay up accounts
- Banks and Building Societies - (Accounts need to be closed and any joint accounts need to be amended)
- Investments and Insurance Policies - (Premium Bonds are not transferable. The Post Office will issue you with a form that needs to be sent to the Bonds and Stocks Office. For further advice we suggest that you consult a Financial Advisor or Accountant.
- Store Cards - (loyalty, charge and credit need to be cancelled)

Items You May Need to Cancel

- | | | | | | |
|---------------|--------------|------------------|----------------|-------------------|-------------|
| • Milk | • Newspapers | • Lottery Ticket | • Appointments | • Meals on Wheels | • Home Help |
| • Chiropodist | • Dentist | • Eye Specialist | • Hairdresser | • Home Care | • Gardener |

Items to be Returned

- Passport - (You should return the passport to: The Passport Office, U.K. Passport Agency, 5th Floor, India Building, Water Street, Liverpool.)
- Driving Licence - (You should return the driving licence to: D.V.L.A., Swansea, SA99 1AB)
- Vehicle Registration Documents - (To change name of ownership)
- Car Insurance - (To change Policy Holder's name or a refund may be issued)
- Television Licence - (To change name or a refund may be issued)
- Season Tickets and Club Memberships Cards - (A refund may be issued)
- Library Books and Card
- National Insurance Papers

If the Property is Unoccupied

Make sure all windows and doors are locked and secure, if there are any cat/door flaps make sure they are secured. In winter leave some heating on, as this will prevent any pipes from freezing. Make sure that the fridge door is left ajar and that all perishable foods are disposed of. Household plants may need to be tended to. It may be advisable to let a neighbour have a key to remove any free newspapers and post to stop them building up. Blinds or curtains may be adjusted every couple of days, hence giving an appearance of the house being occupied. Time clocks can be purchased from most hardware stores, which time a lamp or light to turn on and turn off at certain times.

Further Help

In certain circumstances the next-of-kin can receive help with the cost of the funeral from the Social Fund. (Claims must be within three months of death.)

Ask your Funeral Director for further information on Death Benefits.

- Your financial circumstances may now have changed and you could be eligible for various state grants.
- Your local Citizens Advice Bureau can also help you.

Registration Of A Death

How To Register a Death

In England and Wales, a death must be registered by the Registrar of Births and Deaths for the area in which the death occurred. If you are unsure whether or not you have authority to register the death, we will advise you.

The Death Must be Registered Within Five Days

When You Go To The Registrar

1. Things To Take With You

- The Medical Certificate of the cause of death
- The Deceased's National Health Medical Card
- The Deceased's Birth Certificate and Marriage Certificate

The Marriage Certificate and Birth Certificate contain all the information required by the Registrar.

2. The Registrar Requires the Following Details

- Full Name of the Deceased
- Home Address
- Date and Place of Death
- Date and Place of Birth
- Last Occupation
- Date of Birth of Surviving Partner
- Whether the Deceased was in Receipt of a Pension or Allowance from Public Funds

If the Deceased was a married woman

- Maiden Name
- Husband's Full Name (even if deceased)
- Husband's last Occupation (even if deceased)

From the Informant

- Full Name of Informant
- Home Address

3. The Registrar Will Give You

- A Green Certificate - which must be handed to the funeral director so that the funeral can take place
- A White Certificate - this is for social security purposes

4. The Registrar Will SELL You Copies of the Death Certificate

You may need these for:

- The Will
- Any Pension Claims
- Insurance Policies
- Savings Bank Certificates
- Premium Bonds

For further advice please contact your Funeral Director, who will be pleased to advise you.

FREQUENTLY ASKED QUESTIONS

In our opinion there is no such thing as a normal funeral. Each and every funeral is individual to the family concerned. It is up to that family to pay their last respects and say their last farewell in the manner that is most suitable for them.

The following information is there to help answer questions that we are most often asked about:-

(Q). What are Doctors Forms ?

(A). When a funeral is a cremation, two doctors MUST attend and certify death. The FIRST doctor must be the doctor who attended the deceased during his/hers last illness. The duty of the SECOND doctor is essentially one of confirmation. This doctor must not be related to the first doctor either through family or practice. For this service, each doctor makes a separate charge, which we, the Funeral Directors usually pay on behalf of the deceased's family.

(Q). How Many People Can Be Seated In The Limousine ?

(A). In each limousine there is room for six people in the rear compartment and room for one in the front with the chauffeur.

(Q). How Do We Know What To Do At The Funeral ?

(A). On the day of the funeral the Funeral Director is there to help and guide you, your family and friends. If you are unsure of any thing please tell the Funeral Director.

(Q). Can The Family Carry The Coffin ?

(A). Yes, although we would ask that you contact us as soon as possible to ensure that it is safe to do so.

(Q). Can We Visit The Deceased And Pay Our Last Respects ?

(A). Yes, our Funeral Home is open and available to you at anytime. If you wish to visit our private chapel, please ring and inform us when you would like to come and we will be pleased to arrange for a member of staff to meet you.

(Q). Can We Have The Deceased Brought Home ?

(A). Yes, we can bring the deceased home either on the evening before the service or on the morning of the service, so the deceased can leave from home.

(Q). Can We Choose What Music Is Played At The Crematorium ?

(A). Yes, If you have a special request or would like a particular piece of music playing either as you walk into or out of the Crematorium Chapel, please let the Funeral Director know as soon as possible. Please note that only original recordings are allowed because of copyright laws.

(Q). Can We Request Donations To Charity ?

(A). Yes, if donations to charity are requested in lieu of flowers, we will accept and list donations on your behalf and forward them to the charity of your choice.

(Q). Does The Coffin Move After The Funeral Service At The Crematorium ?

(A). No. After the service has ended, the coffin does not move until all relatives and friends have left the Crematorium Chapel. At some Crematoria there are curtains that close at the head of the coffin, but this is only done at the request of the relatives.

(Q). Are The Handles On The Coffin Removed Before The Cremation Takes Place ?

(A). No. There are strict laws regarding cremation. Nothing may be removed from the coffin before cremation without the permission of the Home Office.

(Q). Is Each Cremation Carried Out Individually ?

(A). Yes. The identity of the coffin name plate is checked by the Crematorium Attendant before it is placed in the Cremation Chamber. This only holds one coffin or casket at a time and again there are rules that must be abided by.

(Q). Do I Get The Cremated Remains Back That Belong To Me ?

(A). Yes. Once the cremation has taken place, the cremated remains are removed and left to cool before being placed in an urn. This urn is clearly identified as to whose remains they are.

(Q). What Can I Do With The Cremated Remains ?

1. You can place them in the Garden of Remembrance but you may not know where they are and you can not place a head stone with them.
2. You may wish to purchase a grave just for the purpose of interring the cremated remains. This allows you to have a headstone and have other members of the family buried there in the future.
3. You may keep them at home in a special urn or memorial.
4. You may scatter them in a special place.
5. The remains may be buried in an existing family grave.

(Q). How Will I Know Who Attended The Funeral ?

(A). A list of mourners who attended the funeral can be made, and written in a memorial book.

(Q). What About Catering After The Funeral ?

(A). If you require catering after the funeral you can make your own arrangements or contact us to make a booking at a hotel, public house or restaurant on your behalf.

(Q). When is the Funeral Account Payable ?

(A). The Funeral Account is sent to the person responsible for the arrangements or the solicitor, when necessary, about a week after the funeral.

(Q). How Soon After A Burial Can I Put A Headstone On The Grave ?

(A). If the grave is 'earth' rather than 'bricked' then the grave will take six months or more before the ground is firm enough to place the weight of a headstone. If the grave is 'bricked' inside, then it does not take as long.



The Sailing Ship

What is dying?

I am standing on the seashore.

A ship sails to the morning breeze and starts for the ocean.

*She is the object of beauty and I stand watching her
till at last she fades into the horizon,
and someone at my side says, "She is gone!" Gone where?*

Gone from my sight, that is all.

*She is just as large in the masts, hull and
spars as she was when I saw her,
and just as able to bear her load of
living freight to its destination.*

*The diminished size and total loss of sight is in me, not in her,
and just at the moment when someone at my
side says, "She is gone".*

*There are others who are watching her coming,
and other voices take up a glad shout,
"Here she comes" - and that is dying.*

Charles Henry Brent