



Funeral Service • Memorial Masons • Funeral Plans

Helping you after a bereavement



Horse drawn carriage



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James, Dominic, Norman, Matthew & Stephen Reynolds

Introduction

The Reynolds family extends its sympathies and condolences at this time of sorrow and we hope that this booklet will help guide you through many of the decisions that have to be made. We are here to help you, so please don't hesitate to contact us at any time.

We take pride in our professional and personal service.

The death of someone close to you can cause a great deal of bewilderment and confusion and you may feel unable to cope with the task of arranging the funeral. Not only can we provide emotional support, but we also offer expert advice and practical assistance. Be assured that you can put your trust in us to carry out your requirements and most importantly, any wishes left by the deceased.

If you are unsure who to contact when a death occurs, you can call a funeral director from Reynolds Funeral Service immediately to help and advise you. We are on duty both day and night.



Reynolds family day out - circa. 1867



Samuel Reynolds, the founder of the firm, was born on May 2nd 1847 in Thaxted, Essex. After serving his apprenticeship as a cabinetmaker, he came to Bognor at the age of 19 and married Eliza Schreeder in the Hanover Chapel, which was situated opposite the present Reynolds Store, on August 3rd 1867.

The couple then opened their small store on the corner of West Street. As Samuel's reputation for quality and service grew and the business prospered, within three years he moved to larger premises at 27 High Street, where he amalgamated with his brother Alfred.

The sign over the shop said S and A Reynolds, Auctioneers, Appraisers, House Agents, Cabinet Makers, Upholsterers and Undertakers. The Reynolds brothers continued to expand, acquiring 29 High Street. Samuel died on April 17th 1897 and his wife Eliza continued to run the business with their children Charles, Maud, Ada and Beatrice. Samuel's son Frank joined the business in 1897 when his father left him £30 in his will on the condition that he gave up his photographic business.

Under the their control, further expansion continued which included the building of the large Depository in Canada Grove.



In the 1920's Charles' three sons, Alfred, Gordon and Don, came into the business together with his nephew Fred. Due to their high standards and impeccable reputation, which remains unchanged to this day, they undertook one of their most memorable of contracts. In 1929, Frank and his nephew Alfred oversaw the conveying of King George V's personal effects from Bognor Railway Station to Craigwell House in Aldwick, and the preparation and furnishing of the property for the King's convalescence. The Company then returned the King's personal effects to Windsor Castle.

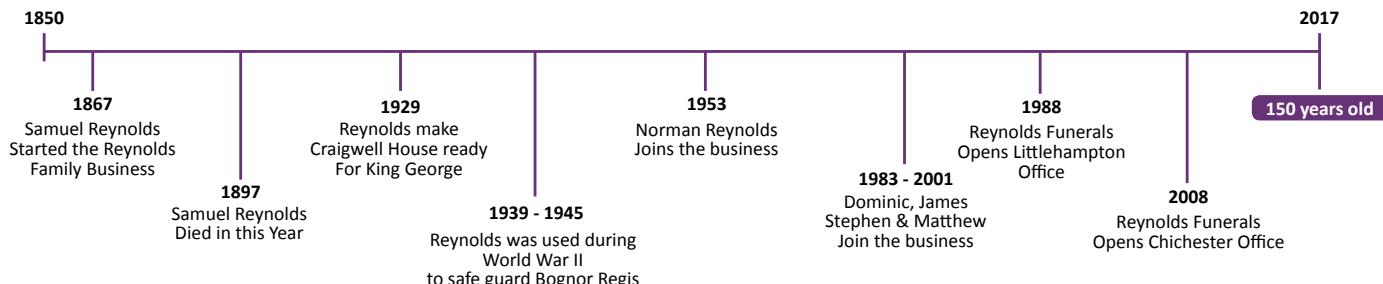
In 1948, Charles' three sons, Alfred, Gordon, and Don, together with his nephew Fred, all became Directors, joining with their Uncle Frank and Aunty Maud, when the firm became a Limited Company.

Norman Reynolds joined the family concern in 1953 as a junior clerk in the Auctioneers Department after completing his National Service. Although he is now retired - he still has an interest in the business and remains our Chairman.

Today, Norman's four sons Dominic, James, Matthew, and Stephen maintain the family tradition combining modern day efficiency and old fashioned customer care; this has clearly proven to be the secret of long lasting success.

For almost 150 years, Reynolds has served the community and clearly understands their company and most importantly the needs of their customers.

Reynolds timeline



Family tree



What to do when someone dies

If the death occurs in a hospital

The hospital will contact the next of kin and make arrangements for a doctor to sign the Medical Certificate stating the cause of death. The certificate and any personal belongings of the deceased should be collected from the hospital administration department.

If the death occurs at home

The first person to contact is the deceased's doctor and when the doctor has attended you may then call the Funeral Director. If the cause of death is quite clear the doctor will issue:

- a Medical Certificate to show the cause of death
- a Formal Notice that a doctor has signed the Medical Certificate and advice on registering the death.

Reynolds are available 24 hours a day, 365 days a year.

If the death is unexpected

If the doctor in attendance cannot state the cause, he or she will inform the Coroner who will arrange to examine the deceased. In the majority of cases death will be attributed to natural causes and there will, therefore be no need for an inquest. The Coroner will forward the Death Certificate to the Registrar of Births, Deaths and Marriages to enable you to register. Under normal circumstances funeral arrangements can be made as usual.

Registering a death

A death must be registered by law. It is usual to do this in the district where the death occurred. A doctor will provide a Medical Certificate and this should be taken to the Registrar with whom an appointment should be made to register the death.*

The Registrar will then issue you with a Certificate for Burial or Cremation(Green Form)which should be handed to The Funeral Director. A White Certificate is issued and this can be used in any liaison with DSS. The Registrar will also on request issue copies of the Registrar's entry (your form of the death certificate) which is required for Banks, Building Societies, Insurance Companies, etc.

* Further Information the Registrar requires

1. the person's date and place of birth
2. the person's full name & surname (plus maiden name or any previous names used if applicable)
3. the deceased's date & place of birth
4. the person's usual address
5. the person's occupation
6. the full name, date of birth and occupation of the surviving widow/widower/next of kin
7. whether the deceased was receiving a pension or allowance from public funds

Appointments can be made at Bognor Regis, Chichester, Littlehampton and Worthing

For appointments telephone: 01243 642122

If you are unsure who to contact when a death occurs, you can call a funeral director from Reynolds Funeral Service immediately to help and advise you. We are on duty both day and night.

Funeral Vehicles

Traditional &
unique alternatives



Traditional



Horse Drawn



Land Rover Defender



VW Camper Van



Lorry



Trike



Motorcycle



Tractor

Arranging a Funeral

After completing the duties required by the Registrar, the funeral can be arranged. You may wish to visit one of our offices, or alternatively we can call to see you in the comfort of your own home. Together we will discuss all the necessary arrangements step by step and will tailor the funeral to suit your wishes. You can choose or we will appoint a Funeral Director who will be your representative at all times.

The main decisions to be made when arranging a funeral are:

- whether the funeral will take the form of a burial or cremation
- where it is to take place
- what type of funeral ceremony
- what type of coffin or casket should be chosen, we offer an extensive range of coffins and caskets to suit all requirements. A colour brochure is available and your Funeral Director will advise you of the costs involved.

Our Chapel of Rest

Reynolds will take care of the deceased in the tranquillity of one of our private chapels until the day of the funeral. Appropriate arrangements can be made for anyone wishing to visit the chapels to pay their last respects. Each of our offices have their own chapels of rest.

You may wish to spend some quiet moments saying goodbye to your loved one. However, choosing to view the deceased is not an easy decision. If you are at all unsure, a member of staff will willingly discuss this with you. Be assured that the final decision is always yours. The Chapel is very private and you will be able to spend all the time you need without any pressure.

Clothes

What your loved one will wear can be an important matter and part of saying goodbye, this will be discussed when making the funeral arrangements. Although we ask you to check with our staff the suitability of dress for crematoria regulations, we are able to accommodate most needs. If no special arrangements are made, we will dress the deceased in suitable attire.

Obituary or death notices

It is not always possible to contact all relatives and friends who may wish to attend the funeral service or send a donation or floral tribute. Therefore, you may wish us to place an announcement in a local or national newspaper on your behalf giving details.





Chapel of Rest - Chichester

Floral tributes

We can help with the ordering of your floral tributes for the funeral and have colour brochures with many choices. If you are making your own arrangements, we ask that all floral tributes are delivered to our office approximately two hours before the funeral. If the funeral is a burial, flowers usually remain on the grave but after a cremation they can be removed. If you would like them to be distributed locally to a hospital or nursing home, we can do this. Tribute cards can be removed, collected and returned to you.

Donations in memoriam

Donations in memoriam for the family's chosen charity, can be sent to Reynolds Funeral Service. All donations received, preferably made payable to the charity, are acknowledged directly to the donor when a name and address is given. Please note the family will not be advised of the names of donors until the list is closed approximately four weeks after the funeral; At that time the amount of donations received will be forwarded to the selected charity and the family advised of the names of donors and the total amount received.

Order of Service and Mourning stationery

When arranging the funeral you need to make decisions as to prayers, poems and readings that can be used in the service. Our Funeral Directors can give guidance and the celebrant taking the service will assist with this. A booklet is available which contains some of these, as well as a section on how to write a eulogy.

Reynolds Funeral Service will design and print the Order of Service for you. This guides the congregation through the funeral, show words to any hymns, music or prayers and perhaps most importantly, provide a lasting keepsake for those who attend. A wide range of other funeral stationery including memorial cards, thank you cards and acknowledgement cards can be produced. Please discuss your requirement with us.

Catering

Reynolds Funeral Service can advise you regarding local caterers and establishments or make arrangements on your behalf.

Cremated remains

There are a variety of choices available as to the final resting place of your loved one's cremated remains. We will explain all the various options when making the funeral arrangements and again later, should the need arise.

Stone Masonry

The selection of a memorial is very personal and our aim is to make it easy for you to choose one that is a fitting tribute to your loved one. Our skilled staff provide an extensive range of memorials in many different types of stone to suit the majority of requirements. However, we can design and produce individual memorials if you have a specific need.

We can also advise on the style of lettering and wording of the inscription. In the case of an existing memorial, it will probably be necessary to remove it from the grave prior to the funeral and we recommend that we keep it safely for you. This will enable us to provide a report and estimate of costs for necessary work. The report will include details of the stone's condition and wording of the inscription.

Horse Drawn Funerals

We commissioned the renovation of our horse drawn hearse, a number of years ago, this was widely used in the 1800s and earlier this century. We are now able to offer horse drawn funerals. Please discuss your requirements with us.

Alternative Funerals

Reynolds Funeral Service cater for many types of funeral; these include Green-woodland, Horse Drawn, Motorcycle procession, Sea burial, VW Camper Van hearse and Vintage hearse. If you have a specific requirement please discuss this with us.

Assistance with the cost of a Funeral

If you are receiving certain benefits from the DSS you may be eligible for assistance with funeral costs. You will need to contact your local DSS office for more information.



Military Funeral Procession in Bognor - 1920



People to Inform

It is important to remember to inform the following people of the death:

- the family doctor, dentist and solicitor and any hospital the person was attending
- local social services if home help or meals-on-wheels were being ordered
- the Inland Revenue
- the Social Security office to cancel pensions etc.
- any employer or trade union
- banks, building societies, pension companies etc.
- utility suppliers, e.g. electricity, gas, etc.
- landlord or council, newsagent, etc.

You will also need to return order books from the Social Security office, library books, driving licence, National Insurance papers and any NHS equipment borrowed.

Probate

Before the estate left by a deceased person can be realised and distributed, a Grant of Probate or Letters of Administration are usually required. It may be easier to ask a solicitor to act for you.

Personal applications should be made via the local Probate Registry:
William Street, Brighton, BN2 2LG. Telephone: 01273 573510

The distribution of the deceased's estate is the responsibility of those people named to do so in the Will (known as Executors). If there is no will, the deceased is said to have died 'intestate' and application must be made to a special division of the High Court in order to administer the estate.

Advice

You may want advice from outside your family and listed below are some of the national organisations who may be able to offer assistance:

Age UK

Telephone: 0800 1696565

Website: www.ageuk.org.uk

CRUSE Bereavement Care

Cruse can help anyone who has lost someone they love.

Telephone: 0844 4779400

Website: www.crusebereavementcare.org.uk

The Lullaby Trust

Support for bereaved families affected by a sudden infant death.

Telephone: 0808 8026868

Website: www.lullabytrust.org.uk

The National Association of Widows

Telephone: 0845 8382261

Website: www.widows.uk.net

The Samaritans

Telephone: 08457 909090

Website: www.samaritans.org

Citizens Advice Bureau

Helpful for financial and legal issues

Website: www.citizensadvice.org.uk

Bereavement Care

Much of our service is of a practical nature, we believe people may need specialised bereavement care.

We have access to bereavement counsellors and literature. Counselling can include Face-to-face and group support which is delivered by trained bereavement support volunteers.

Reynolds Funeral Service will be happy to help in anyway, whatever the length of time following a funeral.

Pre-Arranged and Pre-Paid Funeral Plans

Planning for later life is never an easy thing to do, but it can be comforting and reassuring to know that you've taken care of your arrangements, including your funeral. By taking some time now, you can provide both financial and practical help for your loved ones in the future. Alternatively, you can simply request that we place your instructions on file until such time as they are needed and then the funeral costs will be charged to your estate.

If you have ever had to arrange a funeral for someone, you'll know just how much there is to decide and how difficult it can be. Many people never get around to talking to their families about the kind of funeral they would like. If you want to make sure that relatives are free from making many of the decisions that we have outlined in this booklet, then Reynolds Funeral Service can help you with a pre-planned or pre-paid funeral plan.

A pre-planned funeral allows you to plan your funeral in advance. With a pre-planned funeral we will discuss as much or as little with you as you feel appropriate. You may wish to give us basic details and let your family or friends take care of the other arrangements at the time. The payment for your funeral will then come from your estate. All details discussed will be put into a written plan and a copy sent to you, Reynolds Funeral Service will also retain a copy on file.

A pre-paid funeral is one that has been planned and paid for in advance, ensuring that your family are not left with financial worries concerning payment of the account for the funeral arrangements. A Funeral Plan will appeal to those people keen to put their affairs in order. All pre-paid funeral plans will be confirmed in writing with a copy being retained on file at Reynolds Funeral Service. Your pre-paid funeral plan can be paid in a single payment or by monthly instalments.

If you would like to proceed with either a pre-planned or pre-paid funeral, please contact us to arrange an appointment either at one of our offices or in the comfort of your own home.



Freddie Roberts Leads a Funeral Procession - 1920



In Person



On Computer



On Tablet



Smartphone



www.reynoldsfunerals.co.uk

email: info@reynoldsfunerals.co.uk

Offices and Chapels of Rest at

31 High Street
Bognor Regis
West Sussex
PO21 1RR
Tel: 01243 864745

43 Spitalfield Lane
Chichester
West Sussex
PO19 6SG
Tel: 01243 773311

Cemetery Lodge
Horsham Road
Littlehampton
West Sussex BN17 6LX
Tel: 01903 730666



National Association of Funeral Directors Code of Practice
As a member, Reynolds Funeral Service agrees to comply with the principles and details of the code of practice. Full details of which are available on our website or if you prefer please ask for a written copy.

