

**PROCEDURE ON DEATH OF A MEMBER**  
November 2006

Any member hearing of the death of a fellow member you should notify his Deacon who will contact the "Designated Person" (DP) of the Trades',  
Presently Innes Duffus (01382 826602) e.mail [duffus@clara.co.uk](mailto:duffus@clara.co.uk)

The DP will put the following procedure in motion:

- 1 He will ascertain the standing of the member who has died within the Nine Trades.
2. If a past-Deacon Convener the DP will contact the present Deacon Convener and Clerk to the Nine Trades.
3. If a Past-Deacon Convener the DP will contact Mr Stephen Elwell-Sutton (Phone No. 07968247350) to arrange for the bell in the Old Steeple to be rung at the time of the funeral.
3. Arrangements will be made by the Deacon Convener and Clerk as to the writing of a letter of sympathy to the next of kin and the sending of flowers to the next of kin if appropriate.
4. The Deacon of the Trade concerned, through either the next of kin or the Funeral Director involved, ask the next of kin if they would like the use of the mortcloth and pall-bearers.
5. The Deacon will inform the DP if the mortcloth is required and the DP will contact the Funeral Director concerned and instruct him to collect it (and deliver it back) from James Ashton & Son. 1 Cardean Street, (01382 452110). The DP will contact James Ashton (Mr Speedie) and notify him that this will happen.
6. The DP will contact the Press Officer, presently Jim Shearer, (01382 227788 or 226383) to arrange for any copy thought necessary to be sent to the press.
7. The DP will liaise with the Deacon of the Trade concerned about personal notification to any members of the Trades who they feel should have such notification.
8. If pall-bearers are required or requested the DP will ask the Deacon and Clerk of the Trade concerned to nominate them.
9. If pall-bearers are required the DP will notify the Funeral Director and give him the details of the person in 8 above to liaise with him.