

Cyngor Tref Abermaw - Barmouth Town Council

Bilingual Policy

Objective

All the business of Cyngor Tref Abermaw - Barmouth Town Council will be conducted in Welsh or English to attain a situation where the Council's business will be conducted without favour or prejudice to either language.

1. Spoken Language.

- a) Members may speak in either Welsh or English.
- b) Simultaneous Translation (Welsh to English) shall be made available to Members and the public gallery as soon as practicable. It is the Council's intention to continue to take steps towards this aim.
- c) Until the introduction of a translation service, Members speaking in Welsh will be invited to resume their speech in English.
- d) Correspondence and documents to Council in the Welsh Language to be read out at meetings shall be translated such that the substance of the letter may be given in English.
- e) Telephone calls to the Council shall be answered bilingually, Welsh first.
- f) The telephone answering machine shall have a recorded message in both Welsh and English, the Welsh version being first.
- g) The Annual General Meeting of Council shall be in bilingual form excepting that the speeches shall be in the language of the orators choice.

2. Written Language

- a) Minutes of Council meetings and of Committees shall be in English until such time as it become practicable to produce bilingual minutes.
- b) Standing orders shall be printed in both languages.
- c) Notice of a meeting of Full Council meetings shall be bi lingual.
- d) All written replies to correspondence shall be in the same language as used by the correspondent.
- e) All standard letters and forms used by Council shall be bilingual.
- f) Agendas will be provided bilingually where time and resources permit.
- g) Correspondence initiated by the Council shall be in the language appropriate to the addressee and shall have a statement saying that any reply may be in either Welsh or English.
- h) Public notices and advertisements issued by Council shall be bilingual.

3. Training

Employees of the Council shall be offered training towards the improvement of language used in their work