

Cyngor Tref Aberystwyth Town Council

Tŷ'r Offeiriad / The Presbytery
Neuadd Gwenfrewi
Morfa Mawr / Queen's Road
Aberystwyth
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Bilingualism Policy

All business of the Town Council shall be conducted in Welsh or English. The default language of the Council is Welsh. The Council will not treat the Welsh language any less favourably than English. Welsh shall be given priority in written and spoken communications.

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 in meetings of the Full Council and Planning, General Management, Finance, Staffing and Policy Committees.
- c. Telephone calls to the Council will be answered bilingually, Welsh first.
- d. The telephone answering machine shall have a recorded message in both Welsh and English, the Welsh version being first.

2. Written Language

- a. Minutes of Full Council and Committees shall be in Welsh and English.
- b. Standing Orders shall be available in both languages. All policy documents will state in which language they were originally written.
- c. Summons to (Notice of) meetings shall be bilingual.
- d. All written replies to correspondence shall be in the same language as used by the correspondent and shall have a statement saying that any reply may be in either Welsh or English.
- e. All standard letters and forms used by Council shall be bilingual.
- f. Agendas will be provided bilingually.
- 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, or in Welsh only as appropriate to the publication.

Employees and members of the Council shall be offered training towards the improvement of their Welsh Language skills. Any training offered shall be paid for by the Council, and reasonable provision shall be made for staff to attend training or study during working hours.

Policy adopted by Full Council: 10 February 2025

It was reviewed and updated: 27 April 2026

Next review: April 2027

This policy was originally written in English.