

Bedwas, Trethomas & Machen Community Council



WELSH LANGUAGE POLICY

Review Date: Every 3 years

Version Control

Version	Date	Minute
first	September 23	1004
Updated	May 2026	19
Updated		

Bedwas, Trethomas & Machen Community Council recognises that the Welsh language has official status in Wales and should be treated no less favourably than the English language. Should they choose, people in Wales should be able to live their lives through the medium of Welsh

We produce, promote and present work in English and in Welsh on request, wherever possible

We welcome correspondence in both English and Welsh and endeavour to meet the needs of our community to an equal standard of service in either language

We see this policy as forming part of a progressive and forward-looking commitment to promote a bilingual Wales

Our policy seeks to:

- Offer a service to Welsh and English speakers
- Understand and acknowledge the bilingual nature of Wales
- Give wider access to our activities
- Raise our Welsh profile and recognise ownership by Welsh speakers and non-Welsh speakers alike
- Strengthen our ability to meet the requirements of funders and other partners

Written correspondence

Bedwas, Trethomas & Machen Community Council welcomes written correspondence in Welsh and English and will reply in the original language of communication wherever possible

Telephone communications

An initial response will be made in English

The Community Council currently employs one part time staff member who is an enthusiastic Welsh learner. This response will be reviewed should additional staff members be employed in the future

Digital and social marketing and information technology

Our social media presence will primarily be in English, however bilingual communications may be possible

Content provided by outside sources will be posted in the language of origin

Recruitment

All external recruitment advertising will be bilingual

We will identify posts where the ability to speak Welsh is essential and those where it is desirable, to identify the level of proficiency expected in each case and to formulate job descriptions and personnel specifications as appropriate

Translation Services

We will use Welsh Language translators

Meetings

Agendas and minutes of Council meetings shall be produced in English unless otherwise requested

Welsh-speaking staff

We respect the fact that currently none of our staff are Welsh speakers however in future we will encourage staff to communicate in the language of their choice within the workplace

Informing staff

This policy is incorporated into the Community Council's policies and procedures and communicated to all staff

Complaints and suggestions for improvement

Complaints related to this policy, or suggestions for improvement, should be directed to:
The Clerk, Bedwas, Trethomas & Machen Community Council, Council Offices, Newport Road, Bedwas CF83 8YB