



Neuadd Y Dref Caerwys / Caerwys Town Hall

Elusen Gofrestredig Rhif: 501027 / Registered Charity No: 501027

POLISI IAITH GYMRAEG / WELSH LANGUAGE POLICY

The Committee of Trustees at the Caerwys Town Hall are committed to the Welsh Language and recognise its importance in the daily lives of many people. We acknowledge the fact that the Welsh Language Act of 1993 (the 1993 Act) and the Welsh Language (Wales) Measure 2011 established the principle of treating the Welsh and English languages equally. We also recognise that, although there is no legal requirement for third sector organisations like ours to have a Welsh Language scheme in place, providing a quality service in both English and Welsh is good practice and of benefit to many.

This policy statement therefore confirms the Committee of Trustees' intention to treat the English and Welsh languages on an equal basis as we believe that it is good practice to provide services in the language of choice of our customers. This approach shows respect to our customers encouraging and facilitating the use of their chosen language when we are able to.

We acknowledge that further work is required and that we need to make constant progress towards achieving this ambition. Therefore this Welsh Language Policy statement sets out our current commitments in relation to using Welsh and our future ambition. In all cases, as with the Committee's other strategic objectives, achievement of our ambitions may be limited by resources and practicalities, but every endeavour will be made to ensure that our users, volunteers and those connected to us are using their choice of Welsh or English.

The Committee will be responsible for overseeing, administering and reviewing the Welsh Language scheme on a regular (i.e. annual) basis. Also for reporting on progress to the Welsh Language Board if required, with the aim of continually improving our standard, in terms of commitment made to the Welsh Language.

The measures agreed are attached as Appendix 1. We will deliver this scheme on the basis of equality so far as is both appropriate in the circumstances and reasonably practical.

If you have any comments on the policies in this statement, or you wish to comment on your experience of their application, please contact: Sue de Prez, Secretary/Treasurer/Trustee on caerwystownhall@gmail.com

Date approved:	Approved at a meeting of the Trustees held 25 th Nov 2025
Signed on behalf of Trustees: (please include printed name and role)	Carys Biddle, Chair of Trustees
Date of review (at least annually):	No later than the end of November 2026

APPENDIX ONE

<u>Theme</u>	<u>Ambition</u>	<u>Current situation</u>	<u>Changes planned/required</u>
CORPORATE IMAGE			
Signage	Permanent signs are to be fully bilingual with the Welsh appearing before the English.		Existing signage will be replaced as and when necessary. We will ensure that all new permanent signs are fully bilingual. We will work towards having all policies and Risk Assessments provided in both Welsh and English
Letterhead and business names			Our registered details will adhere to the necessary statutory requirements. Bilingual address and company name will be on all official paperwork
Advertising, Marketing, Exhibitions & Event information	All our advertising and marketing, exhibitions and material associated with events arranged by the Committee to be equally high profile, accessible and available in Welsh and English forms.		Work in partnership with Menter Iaith to provide Welsh medium / bilingual events. Where this is not possible or not appropriate, separate Welsh and English versions will be published
COMMUNICATION			
Face to face communication	That any Welsh speaker visiting, or working or volunteering for, the Committee can carry out their business equally in Welsh or English.	It is not always possible to have a Welsh speaker at the event. We encourage all those connected to speak Welsh. All the formal business of the Committee is conducted through the medium of English as this is currently the main language of most of the participants.	Translation needs will be assessed before holding any public meeting or conference. The appropriate translation facilities will be provided on the basis of assessment.

<u>Theme</u>	<u>Ambition</u>	<u>Current situation</u>	<u>Changes planned/required</u>
CORRESPONDENCE			
Correspondence (paper and electronic)	That any Welsh speaker writing to the Committee can carry out their business equally in Welsh or English.	Members are free to correspond with us in Welsh and we respond in their preferred language wherever it is practically possible.	We will enhance our ability to deal with correspondence in both Welsh and English to reflect the preference of the customer/correspondent.
Forms	That any Welsh speaker completing a form prepared by the Committee can do so in Welsh or English.	Public forms in regular use, such as volunteer application forms and consultation questionnaires are produced bilingually.	