

## **TRANSLATION OF LLANLLYFNI COMMUNITY COUNCIL LANGUAGE POLICY**

1. Welsh shall be the official administrative language of the Council, and all matters discussed by the Council in its meetings shall be discussed in the Welsh language in accordance with to rule 19 of Council Standing Orders.
2. The Council shall support and promote the use of the Welsh language in all aspects of public life in Dyffryn Nantlle.
3. Posters giving notice of public meetings on behalf of the Council shall be in the Welsh language, with English language abbreviation. Any constituents not fluent in Welsh wishing to request translation facilities at public meetings should contact the Clerk before hand, and in good time.
4. Welsh shall be the language of all communications, letters, or circulars and Welsh shall be the predominant language in any bilingual press releases.
5. Welsh will be the language of all communications with all other public bodies, Councils, or other nominated bodies under the control of the Welsh, or London Government.
6. If any person is present at Council meetings representing public bodies or organizations having a current language policy, then the discussion shall be in Welsh. The Clerk will inform proposed visitors of this policy before hand.
7. If any public body chooses to send a representative not able to speak Welsh, it shall be the responsibility of that body to ensure that translation facilities are available for use at the meeting at their own expense.
8. If the Council receives a letter from a constituent in the English language, the letter shall be answered in that language.
9. All minutes of Council meetings shall be in the Welsh language pursuant to rule 19 of Council standing orders. The Council will not prepare full copies of committee minutes in any language other than Welsh. If any constituent makes a request to obtain a copy of minutes in the English language, then only a specific minute regarding a motion passed by the council will be translated.
10. If any non Welsh speaker is elected to represent a ward on Llanllyfni Community Council the language policy will be explained fully and they will be given a copy of the policy together with the current Standing Orders. During Council meetings the Clerk or Chairperson will summarize the discussion as needed. However If the Chairperson is not a fluent Welsh speaker then the Clerk or another elected member shall provide a summary of the discussion in English.
11. If members agree that the cost can be justified, then translation facilities may be secured for specific meetings.