

**CYNGOR CYMUNED LLANGYNNWR
LLANGUNNOR COMMUNITY COUNCIL**

WELSH LANGUAGE SCHEME
Prepared under the Welsh Language Act 1993



6th September 2005

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LLANGUNNOR COMMUNITY COUNCIL WELSH LANGUAGE SCHEME

Prepared under the Welsh Language Act 1993

in conjunction with Menter Taf Myrddin

and the Welsh Language Board

1. STATEMENT

Llangunnor Community Council has adopted the principle that in the conduct of public business and administration in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public in the Llangunnor Community area.

The Council recognises, that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose either Welsh or English in dealings with the Council.

The Council aims:

- **to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice;**
- **to encourage the use of the Welsh language in the community.**

2. INTRODUCTION TO LLANGUNNOR COMMUNITY COUNCIL

Llangunnor Community Council area is situated on the east side of the river Tywi, opposite the town of Carmarthen. Geographically it covers some 2340 hectares, from near Capel Dewi at the northern end to Cwmffrwd in the south and almost to Llanddarog in the east. It includes the villages and hamlets of Pensarn, Login, Pibwrlwyd, Llangunnor and Nantycaws. According to the 2001 National Census, the Council represents a population of approximately 2,300 of which 67.24% declared they possess one or more skills in Welsh (speaking/reading/writing).

During recent years the area has been essentially transformed from a traditional rural society to a modern residential and urban economy. The village of Pensarn has experienced a number of strategic developments that include the east and west Carmarthen by-pass roads, the location of major 'out of town' retail parks, supermarkets and a number of business outlets. The Carmarthen railway station is situated within the Council area as well as the headquarters of the Dyfed-Powys Police and the Dyfed-Powys Probation Service. The main residential communities are in the villages of Llangunnor and Nantycaws, which have seen considerable population growth over the past twenty-five years and have now become popular commuter and retirement bases. Nantycaws also accommodates a major waste management centre for West Wales. These changes have exerted considerable challenges upon the community, particularly in terms of the Welsh language. Over the last 75 years there has been almost a 30% reduction in the percentage of the population speaking Welsh. It is both encouraging and significant that over the period 1991 to 2001, the number who claim to be fluent speakers, has increased by 2% and amounts to 54.4% of the population.

The Council, which is divided into two Wards, comprises of thirteen elected Members and employs one part-time clerk who works from home. It meets on a monthly basis (apart from August) at 'Yr Aelwyd', Tregynwr and has formed a planning committee, which enables it to focus on this important duty of the Community Council. Not all the Councillors are fluent Welsh speakers and the meetings tend to be conducted mainly in English with translations provided for Welsh language contributions.

The area is served by a large and thriving primary school with around 300 pupils on the register. It provides for the bilingual nature of the community with a balance of Welsh and English medium classes and aims to accommodate the growing demand for Welsh medium education in the community. There are nursery classes at the school and peripatetic Welsh language teachers help introduce the Welsh language to non-welsh speaking children. The school features prominently in the community and is active both locally and nationally in cultural and sporting events. Two non-LEA bilingual crèches with nursery facilities have been established in the area.

Numerous social, cultural and community groups are thriving. These include 'Yr Urdd' at the school, the Women's Institute, Over 60's Club, Park Association and the Tregynwr Social Club, with a branch of Merched Y Wawr and a Young Farmers Club held in neighbouring villages. There are two Chapels and one Church with services conducted in Welsh and English and on a bilingual basis.

Amongst the Council's main duties are:

- maintain public footpaths
- consider planning matters
- suggest improvements regarding highways
- work with the Police to safeguard the community
- responsibility for street lights
- provide financial assistance for various voluntary organisations and charities
- look after the local playing field and park, public seating and notice boards and appoint representatives to numerous local and outside bodies.

The Council actively promotes community development and social activities and responds to local needs to improve the standard of life in the area.

3. SERVICE PLANNING AND DELIVERY

3.1. New Policies and Initiatives

3.1.1. In devising new policies and initiatives the Council will:

- assess the linguistic effect of any new policies and initiatives and ensure that they are consistent with the Welsh Language Scheme.
- promote and facilitate the use of Welsh wherever possible and will implement the principle of equality fully at every opportunity
- consult with the Welsh Language Board in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Board's agreement.
- ensure that those involved in formulating policy will be aware of the Scheme and of the Council's responsibilities under the Welsh Language Act 1993.
- ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.

Timetable: Effective since January 2004

3.2. Standards of Quality

3.2.1. Services provided in English or Welsh will be of an equally high standard and equally prompt.

Timetable: Effective since January 2004

4. **DEALING WITH THE PUBLIC**

4.1. **Written Communication**

- 4.1.1. The Council will welcome correspondence in either English or Welsh.
- 4.1.2. Correspondence through the medium of Welsh will not in itself lead to any delay
- 4.1.3. Correspondence received in Welsh will be answered in Welsh.
- 4.1.4. All correspondence to an individual or organisation resulting from a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the individual or organisation, although the discussion may not have been held through the medium of Welsh, will be in Welsh.
- 4.1.5 All correspondence with members of the public will be initiated in their preferred language if known, (Welsh or English). If the preferred language is unknown the initial correspondence from the Council will be bilingual.
- 4.1.6 All circular or standard letters to the public will be bilingual.
- 4.1.7 The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly and in the original language.
- 4.1.8 The Clerk of the Council will be responsible for the Council's translation requirements.
- 4.1.9 The Council's official stationery will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.
[GELLIR ATEB YN GYMRAEG NEU SAESNEG / YOU MAY REPLY IN WELSH OR ENGLISH]

Timetable: October 2005

4.2. **Telephone Calls**

- 4.2.1 The present Clerk works from home and welcomes telephone calls in Welsh or English. [This will be reviewed at every appointment of a clerk to the Council]

Timetable: With immediate affect

4.3. **Public Meetings organised by or on behalf of the Council**

- 4.3.1. Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting.
- 4.3.2 All publicity for public meetings will be bilingual, and there will be instantaneous translation equipment available at the meeting for non Welsh-speakers.

- 4.3.3 When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this would be respected by providing appropriate translation arrangements. If all those present are Welsh speakers the meeting will be held in Welsh.
- 4.3.4 At least one staff member or Elected Member or a person nominated by the Council will be present at public meetings to welcome the public in Welsh and to deal with enquiries, questions or comments made during the meeting in Welsh.
- 4.3.5 Written materials such as leaflets or acetates that are used in public meetings about the Welsh language, Welsh medium education, Council Tax or information about local elections/by-elections will be bilingual.

Timetable: Effective since January 2004

4.4. Council Meetings

- 4.4.1 The Council's meetings are conducted bilingually with any translation needs arranged by the Council.
- 4.4.2 The notice and agenda for the Council's meetings will be bilingual.
- 4.4.3 The minutes will be in English.
- 4.4.4 The Council will respond to requests for information in relation to the minutes, or sections of the minutes in the preferred language of the individual.

Timetable: Effective since January 2004

4.5. Face-to-Face Meetings with the Public

- 4.5.1 The Council will welcome dialogue with the public in either Welsh or English, and will ensure that appropriate arrangements are made to enable any member of the public to discuss matters with the Clerk or with Council Members in Welsh should they wish to do so.

Timetable: Effective since January 2004

4.6. Other Dealings with the Public

- 4.6.1. The Council, in its contact with the public via modern technology [website, e-mail], will comply with measures set out under the sections: Written Communication [4.1] and Corporate Identity [5.1]

Timetable: October 2005

5. **THE COUNCIL'S PUBLIC FACE**

5.1. **Corporate Identity**

- 5.1.1 The Council's name is "Cyngor Cymuned Llangynnwr/Llangunnor Community Council."
- 5.1.2 The Council has a bilingual corporate identity.
- 5.1.3. The name and address of the Council will appear in Welsh and English on official stationery, fax papers, e-mail communications and compliment slips, [website – if relevant], and any other promotional material.
- 5.1.4. The Council's official crest is bilingual.
- 5.1.5 The Council will encourage other organisations to refer to the Council in its bilingual form, as in 5.1.1.

Timetable: October 2005

5.2. **Signage**

- 5.2.1. All new information signs or those replacing previous signs provided by the Council will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left. Where this is not practical, the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Timetable Effective since January 2004

5.3. **Publishing, Printed Material and Advertising**

- 5.3.1. Publications aimed at the public, such as documents and explanatory material [dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections] and grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
- 5.3.2. If Welsh and English versions are published as separate documents, they will be available simultaneously and distributed together as if produced as one document and will be equally accessible.
- 5.3.3. Press releases will normally be in English except when dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections and grant forms which will be bilingual, and will be in

Welsh only when specifically targeting Cwlwm, the local Papur Bro [Welsh language community paper].

- 5.3.3 All advertising and publicity activities will be bilingual.
- 5.3.4 Advertising and publicity activities dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections will be bilingual and Welsh only in Welsh language publications.
- 5.3.5 Council advertisements and notices dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections – to be placed in the press, on notice boards or any other medium will be bilingual, and Welsh only in Welsh language publications.
- 5.3.6 Job advertisements will appear in English only in English/bilingual publications, apart from when bilingual skills are desirable, and then the advert will be bilingual and Welsh only in Welsh language publications.

Timetable: Effective since January 2004

5.4. Statutory and promotional functions

- 5.4.1 In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will aim to ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.
- 5.4.2. In submitting proposals the bilingual element will be a matter for the applicant to consider and not for the Council to require as a condition of grant
- 5.4.2 When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area.
- 5.4.3 When the Council is consulted on the naming of streets, lanes or roads, developments and new estates, the Council will support the use of bilingual names. Where only minor differences exist between the Welsh and English spelling of place, street, road, lane, ward, or community names, the Council will support the adoption of the Welsh version.

Timetable: Effective since January 2004

5.5. **Services by Other Parties**

5.5.1 Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.

5.5.2 The Third party will need to confirm that it will comply with the relevant aspects of the Scheme by letter.

Timetable: October 2005

6. **IMPLEMENTING AND MONITORING THE SCHEME**

6.1. **Staffing**

6.1.1. The present Clerk of the Council is bilingual. When that post becomes vacant the advert(s) for the post will note that having bilingual skills will be desirable [but not essential.]

Timetable: January 2004

6.2. **Administrative Arrangements**

6.2.1. The scheme has the full support of the Council.

6.2.2 The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

Timetable: From the date the scheme receives Welsh Language Board approval.

6.3. **The Translation Service**

6.3.1 The Clerk will be responsible for the translation needs of the Council, and will also be responsible for the standard of the translation service.

6.3.2 When required the Council will use an external translator.

6.3.3 The Clerk will be responsible for arranging simultaneous translation facilities for the Council's needs. When needed, this facility will be available for all public meetings arranged by or on behalf of the Council, and in any other meeting if that is the decision of the Council.

6.3.4 **Timetable: January 2004**

6.4. **Monitoring**

- 6.4.1. Responsibility for monitoring the Scheme will rest with the Clerk of the Council, and Members and be subject to an annual review
- 6.4.2. The Council will prepare a brief annual report on the implementation of the Scheme, which will be displayed locally (local information boards, reported in the local press and so on] with a copy sent to the Welsh Language Board. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report on the Council's notice boards and website [if relevant].
- 6.4.3. The Report will deal with every aspect of the Scheme.
- 6.4.4. The Council will welcome suggestions from the public regarding improvements to any aspect of the Scheme (via letter, e-mail or telephone communication).

Timetable: From the date the scheme receives Welsh Language Board approval.

6.5. **Publicity**

- 6.5.1. The Council will publicise the Scheme through local press and on its notice boards.

Timetable: From the date the scheme receives Welsh Language Board approval.

6.6. **Contacting the Council**

- 6.6.1. Any comments, complaints or suggestions regarding the Scheme should be addressed to:

**Clive Thomas
Clerc/Clerk
Cyngor Cymuned Llangynnwr/Llangunnor Community Council
59 Nantyrarian
Caerfyrddin
SA31 3JQ**

**Tel; 01267 232665
E-mail: clerc@llangynnwr-cc.org.uk**
