



## **Whitland Town Council – Language Policy**

### **Our Policy is to:**

Review our Language Policy once every electoral term, or at the Annual General Meeting, if based on substantive legislation.

### **Communication**

- The Clerk to the Town Council is able to communicate through the medium of Welsh and English.
- Letters will be responded to within 10 working days in the language of the writer. (If the writer requests specific information obtained via a third party then it will be provided in the available language/s of the provider).

### **Meetings**

- Meetings of Whitland Town Council are open for the public to observe. If members of the public are invited to participate then their language preference will be supported, wherever possible, between the cross section of Councillors and Clerk in attendance.
- In special circumstances, such as some larger public meetings or a particular topic then simultaneous translation may be considered a viable option within budgetary constraints.

### **Complaints and Concerns**

To be addressed to the “Clerk to the Town Council”.

**Adopted 2014**