



Band Tref Pontarddulais Pontardulais Town Band



WELSH LANGUAGE POLICY

Introduction

Pontardulais Town Band regards the Welsh and English languages with equal importance and believes that all who interact with the organisation have the right to do so in Welsh and in English.

We are committed to promoting the use of the Welsh language through our activities and services and we will encourage Welsh speakers to use more Welsh in their everyday lives.

This policy operates in conjunction with the Pontardulais Town Band Equal Opportunities policy.

This commitment affects everyone who works with and for Pontardulais Town Band including Committee members, volunteers and members.

Publicity and Promotional Material

Events organised by Pontardulais Town Band will be advertised and promoted bilingually.

Although Pontardulais Town Band will endeavour to provide all printed materials bilingually, we will consider environmental impact and may make judgments on whether to provide material in whichever language is appropriate. In this case, people will be asked to specify in which language they would prefer to receive material.

Where Pontardulais Town Band works in partnership with other organisations it will act in accordance with its own Welsh language policy and will encourage its partners to work bilingually.

Press Notices

Pontardulais Town Band's press notices and media releases will be issued in accordance with the language of publication.

Written Correspondence

Pontardulais Town Band welcomes written correspondence in Welsh or English and the response will be made in the language of the original correspondence. Where the correspondence is bilingual the reply will be made in the language choice of the secretary.

Correspondence with individuals or specific groups may be bilingual or in the language Pontardulais Town Band believes is preferred by the recipient.

Corresponding through the medium of Welsh will not lead to delay.



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Verbal Communication

Visitors or callers to the organisation will be greeted in the preferred language of the member of staff but enquiries in Welsh or English will be welcomed. Procedures are in place to ensure that calls received in Welsh are dealt with effectively in Welsh.

The Band Identity

Pontardulais Town Band are committed to upholding its bilingual public image and identity. This includes updating the address, band logo and any other standard information used on stationery, email, websites and publicity materials, etc.

Websites

Pontardulais Town Band website will be bilingual except where content has been provided by an outside agency. This may be in Welsh or English only, although contributors will be encouraged to submit information bilingually.

Monitoring

We will monitor the application of this policy on an annual basis to ensure that its practices comply with the requirements of the Policy.

In due course we will consider setting specific targets by which performance against this policy can be more closely monitored and evaluated.

Promotion

All Committee members, volunteers and members will be made aware of the content of this policy and its requirements.

Date Adopted/Reviewed: 10/08/2019

Signed:

Sue Aldrich, Chair
On behalf of Pontardulais Town Band