



# **Band Tref Pontarddulais Pontarddulais Town Band**



## **WELSH LANGUAGE POLICY**

### **Introduction**

Pontarddulais 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 Pontarddulais Town Band Equal Opportunities policy.

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

### **Publicity and Promotional Material**

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

Although Pontarddulais 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 Pontarddulais 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**

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

### **Written Correspondence**

Pontarddulais 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 Pontarddulais Town Band believes is preferred by the recipient.

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

## **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:

A handwritten signature in black ink, appearing to read 'Sue Aldrich'.

Sue Aldrich, Chair

On behalf of Pontardulais Town Band