



PRESTATYN & MELIDEN TOWN COUNCIL

Welsh Language Policy

2026

Version	Date	Section	Details of change
V1.0	29.07.26	Whole document	Creation of policy (DB)
V1.1	30.07.26	Whole document	Minor changes, watermark added. Red draft wording removed., page numbers and missing version page added. (PD)

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference
V1.0			Approval
V1.1			

POLICY STATEMENT

Under the Welsh Language (Wales) Measure 2011 the Welsh language has official status in Wales and should not be treated less favourably than the English language.

Prestatyn & Meliden Town Council (PTC) has adopted the principle that in the conduct of public business it will treat Welsh and English on a basis of equality, wherever practically possible. This policy sets out how the town council will implement that principle in the provision of services to the public.

Members of the public are free to express their views and needs in their preferred language and the council, where possible, will offer the public the right to choose which language to use in dealings with the council. PTC recognises that not all individuals within the council will be able to communicate freely in Welsh and will advise that choosing this preference may lead to a delay in council responses.

PTC will endeavour to make it possible, where reasonable, for anyone who receives or uses the council's services to be able to do so through the medium of Welsh or English, according to personal choice.

AIM

PTC wishes to encourage the use of the Welsh language in the community and will endeavour to encourage employees to become familiar with, at least, a basic level of understanding of Welsh in order to better serve the community.

BILINGUALISM AMONGST MEMBERS AND OFFICERS

There are 18 elected members, of which *[number]* are bilingual.

No current council employees are bilingual.

DEALING WITH WELSH SPEAKING PUBLIC

The town council will welcome written correspondence in Welsh or English, whilst recognising that correspondence through the medium of Welsh may lead to a reasonable delay due to the need for translation. Dependent upon the nature of the correspondence, PTC will make arrangements to translate correspondence as needed in order to respond promptly in the original language. Where the need for confidentiality precludes this, the situation will be politely explained in the reply.

PTC may not be able to offer a telephone or face-to-face conversation in Welsh if no bilingual officers or Members are present. Where a member of the public wishes to communicate in Welsh, the Town Clerk or member of staff will politely explain the situation and offer the individual the opportunity to continue with the call in English or send their enquiry in written form in Welsh.

TRANSLATION

The Town Clerk will be responsible for arranging any written translation need and will also be responsible for the standard of all Welsh text produced as far as reasonably possible.

PTC employs an external translator due to having no current Welsh speaking members of staff.

PUBLIC INVOLVEMENT IN COUNCIL MEETINGS

All public meetings will be held in English. Any member of the public wishing to ask a question in Welsh at a council meeting is requested to give at least 3 days' notice in order that appropriate arrangements can be made.

When PTC is aware that a member of the public wishes to communicate in Welsh during a public meeting that would otherwise be conducted in English, this will be respected and a printed translation will be provided for Members to follow along to. If possible, a response will be provided in Welsh by a bilingual Member on behalf of the council.

Agendas for council meetings will be available bilingually.

OTHER PUBLIC DEALINGS

When PTC contacts the public electronically via its website, social media or email this information will be available in English and provided in Welsh upon request.

CORPORATE

The name and address of the town council will appear bilingually on official headed paper and any other promotional material.

SIGNAGE

All new information signs or those replacing previous signs on PTC property that are intended for to be of use to the public will be bilingual, as will any other public information signs for which PTC is responsible.

The size, quality, legibility and prominence of text will be equal in Welsh and English.

PUBLIC MATERIAL

All publications aimed at the public, such as press releases, explanatory material dealing with the Welsh language, information about PTC or Denbighshire Council services and information about local elections/by-elections 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. If Welsh and English versions are published separately, they will appear simultaneously, be distributed together and be equally accessible.

Grant forms are provided in English but may be provided in Welsh upon request.

If providing consultation on the naming of streets, new buildings or new estates, PTC will support the use of standard or indigenous names when appropriate.

STAFFING

When posts become vacant, job descriptions will note that Welsh language skills are desirable but not essential.

POLICY RESPONSIBILITY & MONITORING

The Town Clerk will be responsible for implementing this policy on a day-to-day basis within the town council.

CONTACTING THE TOWN COUNCIL

Any comments, complaints or suggestions regarding This policy should be addressed to the Town Clerk.