

STANDARD WELSH LANGUAGE SCHEME FOR WELSH TOWN AND COMMUNITY COUNCILS

ABENBURY COMMUNITY COUNCIL'S WELSH LANGUAGE SCHEME

This Welsh Language Scheme is prepared under the Welsh Language Act 1993. This Scheme received the approval of the Council on 15th of June 2026

1. OPENING STATEMENT

Abenbury Community Council recognises the principle that in the conduct of public business in Wales Welsh and English languages have parity. This scheme sets out how the Council will aim to implement that principle in the provision of services to the public in Abenbury.

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 which language to use 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
- to encourage others to use the Welsh language in the community.

2. INTRODUCTION TO ABENBURY COMMUNITY COUNCIL

Amongst the Council's main duties are:

- consider planning matters;
- suggest improvements regarding highways;
- work with the police to safeguard the community;
- responsibility for streetlights;
- provide financial assistance for various voluntary organisations and charities;

There are several social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the standard of life in the area.

The Community Council has ten elected members, (currently three vacancies), none of whom speak Welsh. The Clerk works part time from their home. The current Clerk is not bilingual but has 'O' level Welsh. It is known that the percentage of Welsh speakers in Abenbury is between 9 and 12% of the overall population of Wrexham County Borough.

The Community Council is fully aware of the need to promote the Welsh Language and has previously given financial contributions to the National Eisteddfod and to Urdd Wrexham to support this.

3. SERVICE PLANNING AND DELIVERY

3a New Policies and Initiatives

In devising new policies and initiatives, the Council will:

- promote and facilitate the use of Welsh wherever possible as well as the principles of Equality.
- 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.

3b Standards of Quality

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

4. DEALING WITH WELSH SPEAKING PUBLIC

4a Written Communication

The Council will welcome correspondence in either English or Welsh.

Correspondence through the medium of Welsh will not in itself lead to any delay, although there may be an additional timescale in sourcing translation for the final response.

Every letter received in Welsh will be answered in Welsh.

All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh.

All correspondence with a member of the public will be initiated in his/her preferred

language if known.

The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly and in the original language.

4b Telephone Calls

From the office/home – non-Welsh speaking Clerk and Members:

As the current Clerk and Members don't speak Welsh, the Council cannot deal with telephone calls in Welsh. However, when a member of the public telephones wishing to speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to continue with the call in English or send in their enquiry in written form in Welsh, or try to arrange for a Welsh speaking colleague from another Community Council to contact them if possible. When the Clerk's post becomes vacant it will be advertised confirming that bilingual skills will be desirable so that the Council can work towards provision of a bilingual service in the future.

4c. Public Meetings organised by or on behalf of the Council

All Community Council meetings are conducted in the medium of English.

If the Community Council has cause to organise a Public Meeting, it shall consider the purpose and content of the meeting, to deem if it has any relevance to Council Tax, Welsh education or local elections, as specified by the Welsh Language Act. Where possible the Community Council may consider the need to provide a translation service. In advance of such a meeting, if a Welsh speaker indicates their wish to attend and contacts the Clerk in advance of the meeting, the Community Council shall arrange for a translation service.

This also applies in the event of the Community Council's regular monthly meetings. If a Welsh speaker indicates their wish to attend and contacts the Clerk in advance of the meeting, the Community Council shall arrange for a translation service.

All publicity for Community Council meetings will invite those attending to notify the Clerk of their language choice at least seven days in advance so that appropriate translation arrangements can be made for non-Welsh-speakers.

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 should be respected by providing appropriate translation arrangements.

Any 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.

The Community Council's regular meetings, (which are open to the public but where the public are not part of the meeting but may indicate their wish to speak for an allotted

time), are conducted in English.

The Minutes of the Meetings are written in English and publicised on the Community Council's website.

If a request is received for a copy of any Minutes in Welsh, the Community Council will endeavour to obtain a translated copy as soon as possible.

4d. Face-to-Face Meetings with the Public

When a member of the public contacts the Council indicating that they wish to meet with (a) Member(s) of the Community Council and wish to speak Welsh, the Clerk will make arrangements to facilitate this request, with a translation service being engaged.

5. Corporate Identity

The Council has already adopted a bilingual corporate identity, which appears on correspondence and Agendas. This is 'Cymuned Abenbury – Abenbury Community Council.

The name and address of the Council will appear bilingually on official headed paper, fax papers and compliment slips, [web site – if relevant], and any other promotional material.

5a Signage

All new information signs or those replacing previous signs on Council property 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 will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

5b. Publishing and Printing Material

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 grants 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.

If Welsh and English versions are published separately, they will appear simultaneously, be distributed together and be equally accessible.

Press releases dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections and grants forms will be bilingual and will specifically target papurau bro (monthly community papers).

Advertising and publicity activities dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections will be

bilingual.

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.

Otherwise, promotional material, agendas, advertisements etc placed in the Community Council's noticeboard, will be in English.

5c. Statutory and promotional functions

In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make advise and consider to what extent if any the organisation has taken steps to promote the Welsh language, although this would not be a condition of the grant being awarded or not.

When the Council is consulted on planning applications, the Council will suggest that any signs that are part of the proposal may be bilingual, although this decision rests with the Unitary Authority.

When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of bilingual names as appropriate.

5d. Services by Other parties

Where the Community Council has to tender for any services to be provided by a contractor, the Community Council will make reference to the Welsh Language and the need to respect and promote the Welsh Language as far as possible depending on the nature of the work involved.

6. IMPLEMENTING AND MONITORING THE SCHEME

6a. Staffing

Abenbury Community Council is defined as Category 2: Councils with one member of staff that deals directly with the public (via telephone, face-to-face, meetings) or indirectly (letters, circulars, minute taking, and other administrative work):

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

6b. Administrative Arrangements

This scheme has the full support of the Community Council.

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

According to need, the Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme.

6c. The Translation Service

The Council will employ an external translator as and when required.

6d. Monitoring

Responsibility for monitoring the Scheme will rest with the Clerk of the Council.

The Council will welcome suggestions from the public regarding improvements to any aspect of the Scheme (via letter or telephone communication).

6e. Publicity

The Council will publicise the Scheme regularly through its website.

6f. Contacting the Council

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

The Clerk

Abenbury Community Council

07470 602612

abenburyclerk@gmail.com