

Transition Town Llandeilo – Welsh Language Policy

Mission Statement

Transition Town Llandeilo (TL2) will treat Welsh and English on a basis of equality. This policy document sets out how the organisation will give effect to that principle. It is the aim of TL2 to work towards enabling everyone who joins the group to be able to communicate through the medium of Welsh or English according to personal choice.

Overall Aim

Principles

1. It is the intention of TL2 to make the organization fully bilingual

Correspondence

1. Any members of the public are welcome to correspond with TL2 in either Welsh or English, according to their choice.
2. Letters received by TL2 in Welsh will be sent a signed reply in Welsh. TL2 aims to reply to all correspondence, Welsh or English, within the same time scale. If, for any reason, it is not possible to reply to Welsh correspondence immediately, the correspondent will be sent a written acknowledgement and an explanation in Welsh, if appropriate.
3. Circular and standard letters will be issued bilingually

Other Forms of Contact with the Public

1. Any public meetings will be advertised bilingually and TL2 will have volunteers present that can greet people and conduct business in Welsh.
2. People wishing to communicate with TL2 via electronic messages are welcome to use either Welsh or English and will receive a response in the language of the original message.

The Organisation's Public Face

1. TL2 will present a fully bilingual identity, displaying its name (and address, where appropriate) bilingually on all logos, headed paper, fax paper, identity badges etc.
2. TL2 will display its name bilingually on all banners that it uses. The format, size, quality, clarity and prominence of the languages will be the same, and the languages will be treated on a basis of equality.

3. The following corporate materials will be published bilingually:

- Policy documents
- Consultation Documents
- Surveys and Questionnaires
- Application forms

Implementation and Monitoring

The TL2 Steering Group has lead responsibility for the implementation and monitoring of the scheme.