**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL**

**WELSH LANGUAGE COMMITTEE MEETING**

**HELD ON 23 OCTOBER 2023 AT 7:00PM**

**PRESENT:**  Cllr R. Harris Cllr A. Owen

Mrs H Davies (Clerk)

The meeting was recorded for minuting purposes and will be deleted once minutes are agreed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Who** | **Date by** | **Status** |
|  | **ELECTION OF CHAIR**  Cllr Harris proposed that Cllr J. Johnstone be elected as Chair, and this was seconded by Cllr. A. Owen. Cllr Johnstone was not present at the meeting; however he had informed the clerk in advance that he would be happy to take the position as Chair. This was **ACCEPTED** and the clerk will notify him. | Clerk | 24/10 |  |
|  | **ELECTION OF VICE-CHAIR**  It was proposed, seconded and **ACCEPTED** that Cllr R. Harris be Vice-Chair. |  |  |  |
|  | **APOLOGIES FOR ABSENCE** were received from Cllr C Evans, Cllr J. Johnstone and Cllr H. Roberts. |  |  |  |
|  | **TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT**  No declarations were received. |  |  |  |
|  | **TERMS OF REFERENCE**  These were discussed and a draft agreed. This will be presented to Council for **APPROVAL**. | Council |  |  |
|  | **POLICIES & PROCEDURES**  The Welsh Language Policy will be obtained by the Clerk and agreed by committee before presentation to Council.  The clerk will prepare a standard bilingual email signature for council use.  Cllr R. Harris will undertake the majority of translation, apart from official documents.  Cllr R. Harris will obtain more information on Cynnig Cymraeg. This is a service that supports the development of Welsh. | Clerk  Clerk  Cllr R. Harris |  |  |
|  | **FREQUENCY OF MEETINGS**  The committee will meet quarterly with additional meetings arranged as needed. |  |  |  |

The meeting ended at 20:00pm.