**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.

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|  |  | **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. | ClerkClerkCllr R. Harris |  |  |
|  | **FREQUENCY OF MEETINGS**The committee will meet quarterly with additional meetings arranged as needed. |  |  |  |

The meeting ended at 20:00pm.