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Y Gweinidog Tai a Llywodraeth Leol
Minister for Housing and Local Government



Llywodraeth Cymru
Welsh Government

Ein cyf/Our ref JJ/07068/19

Janet Finch-Saunders AM
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28 January 2020

Dear Janet,

Thank you for your letter of 16 December regarding guidance for community and town councils in relation to the recording of meetings by external attendees.

There is presently no guidance on this for community and town councils. The Local Government and Elections (Wales) Bill proposes that community councils meetings held in public would require the chair to give members of the public in attendance a reasonable opportunity to make representations on business items - unless it is likely to prejudice the effective conduct of the meeting.

Once the Bill receives Royal Assent, we will revise the current "[Good councillor's guide](#)" and encourage community and town councils to consider and publish their format for public participation in light of legislative changes.

In addition, we have recently carried out a survey to better understand the sector's use of digital media to engage its electorate. Once the results are analysed we intended to issue guidance before the end of March 2020, using good practice case studies to encourage wider use of digital tools to increase public engagement in the work of community and town councils.

Yours sincerely,

Julie James AC/AM
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Minister for Housing and Local Government

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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.