



Cyngor Cymuned Ynysybwl & Coed Y Cwm Community Council

ACCESSIBILITY AND INFORMATION STATEMENT

1. Our Commitment

Ynysybwl & Coed Y Cwm Community Council is committed to making its services, information, and communication accessible to all members of our community, regardless of their abilities or disabilities. We believe that everyone should have equal access to participate in local democracy and engage with the Council's activities. We are continually working to improve the accessibility of our website, documents, meetings, and physical spaces to ensure an inclusive experience for all.

2. Access to Information

In accordance with the Local Government (Democracy) (Wales) Act 2013 and the Local Government and Elections (Wales) Act 2021, the Council is required to publish certain information electronically. We are committed to ensuring the following information is available on our website:

- **Council Contact Information:** A telephone number, a postal address, and an email address for the Council and/or its Clerk.
- **Councillor Information:** For each member, we publish their name, information on how they may be contacted, their party affiliation (if any), and any office they hold or committee they belong to. The ward each member represents is also shown. We also distinguish between elected and co-opted members for transparency.
- **Meetings, Minutes, and Documents:** We publish notices for upcoming meetings at least three clear days in advance. So far as is reasonably practicable, we also publish any documents relating to the business to be discussed. The minutes of our meetings (from 1 May 2015 onwards) are published, along with documents referred to in the minutes where possible.
- **Financial Information:** The Council's annual audited accounts are published electronically.
- **Register of Interests:** The register of members' financial and other interests is published electronically on our website.

3. Website and Digital Accessibility

We strive to ensure our website and digital communications comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. To support this, we take



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the following measures:

- We aim for clear, concise language that is easy to understand.
- We use headings and subheadings to structure content for easier navigation.
- We provide alternative text for images where appropriate.
- We ensure sufficient colour contrast for readability.
- We strive for keyboard navigability for all interactive elements.
- We aim to provide downloadable documents in accessible formats where possible.

4. Meeting Accessibility

- We endeavour to hold public meetings in venues that are physically accessible, with consideration for wheelchair access and accessible toilet facilities.
- We provide agendas and minutes in advance, and upon request, can explore alternative formats.
- We welcome attendees with assistance animals.
- We encourage attendees to inform us of any specific accessibility requirements in advance so we can make reasonable adjustments.

5. Communication and Training

- We are committed to responding to requests for information in accessible formats, where reasonably practicable.
- We are committed to providing ongoing training for councillors and staff on accessibility best practices.

6. Feedback and Contact Information

We are always looking to improve the accessibility of our services. If you encounter any accessibility barriers or have suggestions on how we can improve, please contact us:

- **Email:** clerk@ynysybwllcc.gov.uk
- **Telephone:** 07951117876
- **Postal Address:** The Old Police Station, Paget Street, Ynysybwl, RCT CF37 3LF

We aim to respond to all accessibility feedback within five (5) working days.



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7. Enforcement Procedure

If you are not satisfied with our response to your accessibility feedback, you have the right to contact the Public Services Ombudsman for Wales.

8. Statement Review

This statement was last updated on: 31 May 2025. It will be reviewed annually, or sooner if significant changes are made to our services or relevant legislation.