

**BRYN COMPOST LIAISON GROUP
TERMS OF REFERENCE**

1. PURPOSE

1. To promote effective communication between Bryn Compost, the Local Residents, Members, Natural Resources Wales, Public Health Wales and Local Authority Officers.
2. To receive and consider complaints and concerns about the current operation of Bryn Compost in so far as it impacts on the local communities
3. To receive information about action taken by regulatory, statutory and other bodies in relation to the operation of Bryn Compost, with particular regard to complaints received.

2. MEMBERSHIP

County Borough:

Adjoining Ward Members and respective Cabinet Member

Residents:

10 local resident representatives

Bryn Compost Ltd: Mr A. Price or his representative

Public Health Service: Representative

Natural Resources Wales: Representative

Environmental Health: Ceri Edwards and Gary Mumford

Co-opted members: as may from time to time be required.

3. OFFICERS

Chair: Respective Cabinet Member, who will act as the Group's co-ordinator

Administrative Secretary: Committee Services Officer, who will make a record of the proceedings

4. MEETINGS

Meetings of the Group will be held at intervals of three months or as deemed appropriate by the Chair. Meetings will be held during office hours at the Caerphilly County Borough Council Offices, Ty Penallta or an alternative Council Office, depending on availability of meeting rooms.

5. REPORTING ARRANGEMENTS

Notices of meetings, minutes and other appropriate papers will be circulated to members of the Group. It will be the responsibility of the Administrative Secretary to ensure circulation of the minutes to appropriate persons.

The Group will also liaise with other agencies and organisations as deemed appropriate.