

Secretariat of Wexford Public Participation Network (PPN) Meeting on 15.01.2019

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 15th January 2019 at 10.00am in Block A,
County Hall, Carricklawn, Wexford.

Attendance:

PPN Secretariat Members:

Mr. Pat Rath	Community & Voluntary Sector (Facilitator)
Mr. John Carr	Wexford Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. David Doyle	Enniscorthy Municipal District
Mr. Thomas Cullen	Social Inclusion Sector
Ms. Ann Lacey	Social Inclusion Sector (interim)
Mr. Jonathan King	Community & Voluntary Sector (interim)

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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Apologies:

Mr. Noel Stacey	Social Inclusion Sector (interim)
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1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 18th December 2018 were approved as proposed by Thomas Cullen and seconded by John Carr.

2. Matters arising from the Minutes:

- Draft letter to Department from John Carr still outstanding and to be provided at next Secretariat **Action:** John Carr to progress

3. Access Officer WCC

Caroline Horan, Access Officer at Wexford County Council joined the meeting for this item and left directly after.

Caroline set out current engagement activity of Public Information Activity which is completed twice per year usually February & Sept/Oct. PPN is advised of these meetings as are those who signed up to the Access office mailing list. No other formal engagement but Ms Horan advised that PPN Members can contact to advise of Access concerns at any time via email to caroline.horan@wexfordcoco.ie. Ms Horan suggested adding Access as an agenda item to PPN meetings and that concerns can be fed in through email above or PPN Reps attending Wexford County Council Committees – depending on query/concern. She is also open to attending Access meetings organized by Wexford PPN. Ms Horan advised of hint and tips leaflet for retailers and is to send same to PPN SO for dissemination to PPN Members also. Following a vote of thanks, Ms Horan left the meeting.

Secretariat of Wexford Public Participation Network (PPN) Meeting on 15.01.2019

Action: PPN SO to distribute leaflet once received and Access to be added as agenda item for next Secretariat to progress next steps for Wexford PPN

4. Correspondence

Items not dealt with on the main agenda:

- a) Wellbeing Statement Development – PPN SO advised that SJI are the body who are to offer support on this but as discussed progression may be dependent knowledge of new Municipal Districts. However, those Secretariat members interested in being involved in the process can be determined at this stage.
Action: Secretariat members to revert at next meeting to advise if interested in being involved in this activity. PPNSO to follow up with SJI re training.
- b) As proposed by John Carr and seconded Thomas Cullen it was agreed that Kevin Molloy would attend the Social Enterprise Network meeting of The Wheel on 25th January for a per diem of €25. Jonathan King & Thomas Cullen attending WLD event in Enniscorthy on 31st January for PPN with feedback on event required and per Diem applying.
- c) In consideration of the request, and the linking guidance note distributed, as proposed by Ann Lacey and seconded by David Doyle it was agreed that PPN SO be the nominated rep to attend the Comhairle na nOg Steering Committee on behalf of Wexford PPN. **Action:** PPN SO to advise Comhairle na nOg of same.

5. Representation Update

PPN SO advised of progression with new Reps and induction planned for 17th January. It was agreed that Thomas Cullen & Kevin Molloy would represent the Secretariat at this induction and a per diem would apply.

6. Communication Sub-Committee Update

Kevin Molloy gave an update as per meeting outcome document.

- PPNSO advised that proposed Volunteering consultation event is likely to cost circa €1,000.
- PPNSO advised that Planning Department at WCC are not considering any RSES workshop and that Southern Assembly have none planned as yet. Decision taken to wait and see if regional consultation emerges from Southern Assembly.

All proposed actions were agreed as proposed by John Carr & seconded by Jonathan King.

Pat Rath asked the Communications sub-committee to look into new means of engagement such as live stream of events. **Action:** Sub-committee to consider.

Secretariat of Wexford Public Participation Network (PPN) Meeting on 15.01.2019

7. Capacity Building Sub-Committee Update

David Doyle gave an update as per meeting outcome document. All proposed actions were agreed as proposed by Ann Lacey and seconded by Kevin Molloy.

David Doyle left the meeting.

8. PPN Staffing

PPN SO advised that no response had been received by Wexford PPN following letter issued but that she is aware of correspondence between Wexford County Council and Department on the topic. Ger Mackey, WCC advised pre-Christmas that he would update PPN early in New Year. No update received as yet. **Action:** PPN SO to follow up with Ger Mackey and revert.

9. PPN Regional Event Kilkenny Update

PPN SO gave an update of planning to date with the following key details;

- Event to be held in Ormond Hotel in Kilkenny on Saturday 23rd Feb -10-2pm
- Partners are Wexford, Waterford, Kilkenny, Carlow, & Tipperary PPNs & IEN
- Working title – Creating a Sustainable Future – Practical Actions for Your Community
- Event to include 4 workshops and key note speaker
- Each PPN to recruit 3-4 groups/individuals to showcase relevant activity; **Action:** PPNSO to arrange
- Each PPN to give one volunteer for sign in and one for Workshop feedback. As proposed by Thomas Cullen & seconded by John Carr agreed that 'working Secretariat members to receive per diem as per policy. Ann Lacey to look after workshop feedback, John/Kevin to look after sign in (to revert re availability)
- Cost per PPN likely to be €300- €400 – spend agreed.

10. Plenary Planning

A discussion was held about planning for the Plenary which is scheduled for 4th March at Riverside Park Hotel, Enniscorthy. The following was agreed;

- 6-7pm Showcase of Previous Creative Community participants work and networking opportunity (with finger food at 6.30)
- 7pm Meeting kick off with Ann Lacey agreed as MC
- 7.05-7.40 Speakers: Peter Boland(AIR), Liz Burns & Jonathan King (Creative Communities)
- 7.40 – Ratify PPN Decisions (Workplan & New Reps)
- 8.00 – Discussion (30min) & Panel Discussion (15 min)– PPN Healthcheck
- 8.45 close and continue networking

Agreed Actions:

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 15.01.2019**

- PPN SO to engage with Arts Dept on Showcase and talk
- PPN SO to progress set up & promotion materials
- Jonathan King to progress filming with local contacts with aim to have speakers filmed for distribution on our facebook page and website.

11. Structures Review:

With no time for discussion this item was deferred to February meeting, along with correspondence from County Secretary. This discussion is also to include Election Policy discussion. **Action:** PPN SO to add to agenda

12. AOB

Items raised were:

- a. As proposed by Pat Rath and agreed by John Carr the **Facilitator** for next six months is to be Ann Lacey.
- b. As proposed by Ann Lacey and agreed by all October Secretariat meeting moved to 1st October to avoid clash with Plenary.
- c. PPNSO advised of local Wheel Event taking place on 14th February in Ramsgrange.
- d. PPN SO advised of likely PPN Introduction meeting in Campile in late January
- e. PPN SO advised of engagement with fire service and a fire station visit for PPN Members agreed for 15th February @2pm.

The facilitator of the next meeting is Ann Lacey. The next meeting will be held at **10.00 on Tuesday 12th February 2019** in County Hall, in upstairs meeting room in Block A.

This concluded the business of the meeting.

Facilitator

Dated _____, 2019.

Second Member