

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 01.10.2019**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 1st October 2019 at 10.00am in Upstairs Meeting Room Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Noel Stacey	Social Inclusion Sector (Facilitator)
Ms. Ann Lacey	New Ross Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Mr. Pat Rath	Community & Voluntary Sector

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
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Apologies:

Mr. Jonathan King	Community & Voluntary Sector
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Absent:

Mr. Thomas Cullen	Social Inclusion Sector
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1. Preparation for Meeting With Wexford County Council

The attendees discussed the agenda for the meeting later with Amanda Byrne of Wexford County Council

2. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 3rd September 2019 were approved as proposed by John Carr and seconded by Ann Lacey.

3. Matters arising from the Minutes:

- An update was requested on Rural Conversations launch event. PPN SO updated and advised that report link was sent to members.
- An update was requested on Ploughing activity. PPN SO and Kevin Molloy updated advising that the activity was worthwhile but that a bigger stand would be required in future.

4. Correspondence:

Items not dealt with on the main agenda:

- a) Department Note re structures – noted
- b) Circular CVSP9 2019 Wellbeing– noted
- c) Correspondence From WCC re SPCs - discussed and noted

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- d) Seminar on New Strategy for Comm. & Vol. Sector - Following discussion it was agreed to try and arrange a Wexford event, possibly at Co Hall, 3.30-5.30 at a date in November, on the basis that a Department Rep attends. **Action:** PPN SO to revert as discussed and schedule.
- e) The Wheel Small Organisation Network Event – Discussed and decision not to attend
- f) Social Enterprise Report Launch Waterford – Jonathan King to attend if interested and available with per diem applying **Action:** PPN SO to revert to J. King.
- g) PPN Report Launch – noted
- h) Circular CVSP8 2019 Expenditure – discussed and agreed that the Finance sub-committee (Ann Lacey, Kevin Molloy & John Carr) would meet on Wednesday 9th October at 9am to review and sign. **Action:** PPN SO to prepare report, organize meeting as outlined and arrange with WCC to have it signed also.
- i) Insurance Indemnification – discussed and agreed that and Reps attending WCC who incur an additional charge for WCC indemnification will have this refunded on proof of additional fee (email, letter, document etc from insurance company). **Action:** Reps to be advised at Rep Induction Session, which is proposed for 8th November (tbc).

5. Representative & Secretariat Seat Filling:

- PPNSO Advised that following Drawing of lots for tied election candidates on 25th September Seamus Murphy was deemed elected at the Community & Voluntary Rep to the Economic Development & Enterprise SPC.
- PPN SO advised of the interim Representatives who had come forward. With more reps than seats for the Community & Voluntary Seat on the Housing & Community SPC a drawing of lots was completed. As proposed by Noel Stacey and seconded by John Carr the following interim Reps were agreed to be in place until the next Representative Request in early 2020:
 - a. William Considine – Interim Community & Voluntary Rep - Housing & Community SPC
 - b. Tom Logan - Interim Social Inclusion Rep - Housing & Community SPC
- Following a discussion the Secretariat Rep who had put themselves forward for the Social Inclusion Seat removed their name and thus the seat is to remain vacant until the next Representative Request in early 2020.
- A short discussion was held on Representative spread across the county with note that new Reps now give greater spread.
- As proposed by Noel Stacey and seconded by John Carr, Bernard O’Leary, Enniscorthy MD & Sinead O’Sullivan, Rosslare MD accepted as interim Secretariat members. No interim Secretariat members received for Environment seats **Action:** PPN SO to advise new members and arrange Secretariat Induction in advance of November Secretariat meeting, with Kevin Molloy & John Carr agreeing to attend this induction on behalf of Secretariat.

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6. Revised Election Policy

Draft proposed with the addition of amends proposed by Noel Stacey was agreed as proposed by John Carr & seconded by Ann Lacey **Action:** PPN SO to issue to members for ratification at Plenary on 8th October.

7. Revised Code of Conduct

With some minor administrative changes the draft proposed was agreed as proposed by Kevin Molloy & seconded by Ann Lacey **Action:** PPN SO to issue to members for ratification at Plenary on 8th October. If ratified at Plenary all PPN Secretariat, Reps and Staff will be asked to sign and return

8. Plenary planning

The following was discussed and agreed as proposed by Noel Stacey & seconded by John Carr:

- Reps are to be ratified all together with a brief 'stand up' introduction to Rep in attendance beforehand to allow members to familiarize themselves with the new reps.
- Only motions received in writing were accepted.
- Motion regarding new linkage group was discussed and it was agreed that Pat Rath, as the person putting the motion forward, would introduce it at the Plenary and the PPN SO would raise the administrative concern on the motion there also.
- All Secretariat members are to submit questions for panelists by Friday 4th October
- PPN SO advised that due to time constraints no radio interview was arranged.
- John Carr & Ann Lacey volunteered to manage sign in on the evening.

9. Re-registration planning

PPN SO advised that request to re-register was issued to all main contacts on Thursday 26th September. She advised that to date one third had already re-registered. While feedback from members highlighted the simplicity of the process the PPN SO highlighted the work required for the Support Office. This remains a concern for the PPN SO in the absence of a Support Worker and with the need to conduct telephone follow ups closer to re-registration deadline.

10. Community Wellbeing Vision

With current workload PPN SO advised postponing progress on same to November. It was agreed that a sub-committee of John, Ann, Noel, & Jonathan would work on this and a meeting was agreed for Friday 1st November at 10am in County Hall.

11. Capacity Building & An Cosan Update

- PPN SO advised that with current workload no capacity building outside of the An Cosan course would be possible.

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- PPN SO updated on the An Cosan course timing and set up and Ann Lacey volunteered to help in venue set up.
- Once scheduled it is to be advised to those who gave EOI, and then to all members , with max of 20 places supported and limit of two per group.

12. Report from Finance Review Meeting

Discussed and agreed that Finance sub-committee (Ann Lacey, Kevin Molloy & John Carr) would meet on Wednesday 9th October at 9am to review and sign.

13. Report from Disability Sub-Committee

Noel Stacey gave an update on progress. As proposed by Noel Stacey and seconded by Ann Lacey it was agreed that the sub-committee should progress with letters and prepare a file with all letters completed (circa 75) to be sent to PPN SO for printing on headed paper **Action:** Sub-committee to progress.

14. Wicklow PPN Fieldtrip to Wexford

With current workload and level of resource agreed to postpone to January. **Action:** PPN SO to advise

15. Social Inclusion Discussion

With no time available it was agreed to postpone discussion to January.

16. AOB

- PPN SO raised the need to agree topic to include in November MD meetings. Agreed that this would be around the Wellbeing Statement. Sub-committee who are working on wellbeing and meeting on 1st November to take this on also.
- PPN SO reminded members off her upcoming presentation to LCDC
- PPN SO advised that no Reps had responded with interest in attending the PPN Conference.
- Kevin Molloy updated on recent promotional activity in Gorey for PPN at BOI Enterprise Town Awards and upcoming event in Library. Per diems will apply PPN SO reminded members of the upcoming public meeting on 7th October for Wexford Volunteer Centre and of her meeting re same earlier that day at WCC

17. Date & Facilitator for next meeting

The facilitator of the next meeting is Noel Stacey. The next meeting will be held at **10.00 on Tuesday 12th November 2019** in County Hall, in meeting room 5, in Block E.

This concluded the business of the meeting.

Facilitator

Dated _____, 2019.

Second Member