

Secretariat of Wexford Public Participation Network (PPN) Meeting on 28.08.2017

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Monday 28th August 2017 at 10:30 am in Block A,
County Hall, Carricklawn, Wexford.

Attendance:

PPN Secretariat Members:

Mr. Kevin Molloy	Gorey Municipal District (Facilitator)
Ms Frances Ryan	New Ross Municipal District
Mr. Pat Rath	Community & Voluntary Sector
Mr. Seán Quirke	Community & Voluntary Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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Apologies:

PPN Secretariat Members:

Mr. John Carr	Wexford Municipal District
Mr. Paddy Redmond	Enniscorthy Municipal District
Ms Susan Murphy	Social Inclusion Sector
Mr. Thomas Cullen	Social Inclusion Sector
Ms Sara Kelly	Environmental Sector

1. Vote of Sympathy:

The members of the PPN Secretariat extended their sympathies to PPN Support Officer, Annette Dupuy, on her recent bereavement, the passing of her mother.

2. Adoption of the Minutes:

With the addition of a note on Point 3 - that a discussion was held on LCDC Guidelines and a strong disagreement of interpretation occurred between the Secretariat & the Wexford County Council Official - the minutes of the PPN Secretariat meeting of the 17th July 2017 were proposed by Sean Quirke & seconded by Francis Ryan.

3. Matters arising from the Minutes:

No matters arising from these minutes

4. Correspondence:

- a. Resignations from Susan Murphy & Paddy Redmond were reluctantly accepted by the Secretariat sd proposed by Sean Quirke, seconded by Frances Ryan **Action:** PPN SO to write to both to formally accept and to commence process of interim replacement
- b. Further correspondence from The Wheel discussed and agreed to progress with standard PPN membership as proposed by Pat Rath & seconded by Sean Quirke. **Action:** PPN SO to progress same.

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- c. Graduate.ie correspondence discussed and as proposed by Pat Rath and seconded by Sean Quirke PPN SO to send to LCDC for inclusion on the agenda as a discussion item and to send to Comhairle na nOg, FDYS, & WLD (for board attention) for review also. **Action:** PPN SO to distribute as proposed.

5. LCDC Rep Replacement:

PPN SO advised clarification queries issued to Chief Officer on 18/07/17 had not yet received a response and a follow up request was issued on 24/08/17.

Action: No action until response to clarification queries received and reviewed by Secretariat.

6. Re-Election of Secretariat

Revised draft approved as proposed by Sean Quirke and seconded by Frances Ryan. With this approval interim Secretariat Reps to be sought for replacement of resigned seats and for remaining Environment seat. Therefore these three interim seats will form 3 of the four Rotation 1 seats for election in March 2018 **Action:** Draft policy to be included for ratification at October Plenary & PPN SO to progress interim replacements as outlined.

7. PPN Website Development & Animation

With no changes requested following the soft launch of the www.wexfordppn.ie website PPN SO to advise members of new site. Draft Animation script provided was approved as proposed by Kevin Molloy and seconded by Sean Quirke

Actions: PPN SO to publicise website & to progress Animation

8. PPN Events

- a. A discussion was held regarding the updated Plenary Planning document and the following decisions made and agreed by all;

- Venue approved with some refreshment revisions.
- John Warren agreed as Grant Writing Workshop presenter
- PPN SO to suggest presenter slots for Secretariat to be agreed at next meeting
- 'Funding signpost' leaflet to be reviewed with John Warren and approval given for professional design and print
- Re-registration packs to include a branded PPN pocket diary
- Approval given for 500 branded water bottles as PPN promotion.
- No delegate packs to be produced for Plenary to reduce paper waste

Action: PPN SO to progress all as agreed

- b. PPN SO suggested Social Justice Ireland 'How to be an Effective Rep' session for Secretariat, Reps and those members interested in becoming a Rep. Approval

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- proposed by Pat Rath & seconded by Frances Ryan **Action:** PPN SO to schedule for a Saturday morning in September, if possible
- c. November District Meeting dates to be agreed at later date but suggestion of offering members the opportunity to facilitate agreed to to be trialed at these meetings.
Action: Dates to be agreed at later meeting
 - d. PPN SO advised of request to members for suggestions and interest in Autumn Training Schedule. **Action:** PPN SO to progress and has been approved to utilize remaining Capacity Building budget.
 - e. PPN SO suggested Secretariat undertake a facilitated Strategic Planning session following Plenary, to be held in November, to aid in Workplan planning for 2018
Action: Date and approach to be agreed at next meeting.
 - f. A discussion was held regarding targeting capacity building approach for Social Inclusion members. Agreed to focus on one pilot area in Q4 2017 – suggested area is Bridgetown. **Action:** PPN SO to progress following Plenary & Re-registration tasks.
 - g. PPN SO highlighted Disability Inclusion Training being offered by Sports Active Wexford. Details to be sourced and sent to Pat Rath for review in order to determine if it is something Wexford PPN should offer to members. **Action:** PPN SO to source and provide details for review.

9. AOB

Items raised were:

- a. Need to have another Secretariat member to approve membership with resignation of Paddy Redmond & Susan Murphy – Kevin Molloy agreed to take on this task.
- b. PPN SO advised of attendance to cover national PPN stand at National Ploughing Championships on Tuesday 19th September. Opportunity for Secretariat members to attend and cover stand also if desired. **Action:** PPN SO to seek interest in attendance from Secretariat
- c. PPN SO advised the LECP Indicator update requested for 29th September
- d. PPN SO advised of National PPN Conference to take place on 19th October in Sligo. No further details available at this stage.
- e. PPN SO advised that PPN training for Wexford County Council staff provided by Social Justice Ireland, scheduled for 17th October

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The facilitator of the next meeting will be John Carr. The next meeting will be held at **10.30 on Tuesday 12th September 2017** in County Hall, upstairs meeting room in Block A

This concluded the business of the meeting.

Facilitator

Dated _____, 2017.

Second Member