

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 13.02.2018**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 13th February 2018 at 10:30 am in Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Kevin Molloy	Gorey Municipal District (Facilitator)
Mr. John Carr	Wexford Municipal District
Mr. David Doyle	Enniscorthy Municipal District
Mr. Pat Rath	Community & Voluntary Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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Apologies:

PPN Secretariat Members:

Ms Frances Ryan	New Ross Municipal District
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Absent:

PPN Secretariat Members:

Mr. Thomas Cullen	Social Inclusion Sector
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1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 17th January 2018 were proposed by David Doyle & seconded by John Carr.

2. Matters arising from the Minutes:

Outside of those items on the agenda, PPN SO advised that Engagement with the Resettlement Support Worker for the Syrian community was ongoing and to be progressed over the next month.

3. Correspondence

Items not dealt with on the main agenda:

- a) A decision was taken to fund one PPN Attendee to the Climate Change & Energy Policy for PPNs course in Kilkenny. Due to short timeframe it was agreed the opportunity to attend would be offered to Reps & Secretariat **Action:** PPN SO to correspond with Reps & Secretariat and to progress.
- b) Agreed to take a 4ft stand at the ARA Health & Wellbeing event in Wexford on 6th June. Agreed cover is John Carr for 10.30-13.00, David Doyle 13.00 – 16.30, while Kevin Molloy will be at the event all day and can offer relief cover. **Action:** PPN SO to book stand.
- c) Reply from Ger Mackey regarding Older Peoples Council was noted.

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- d) Correspondence from IEN received during the meeting regarding setting up a SDG Workshop as a follow up to the Plenary event was read out. **Action:** Agreed to set up workshop as proposed for w/c 26th March & to promote at Plenary

4. Representation – Committee & Secretariat

- PPN SO provided an update on recent seats filling and remaining seat.
- Secretariat Replacement process and timing agreed as proposed.
- LCDC seat rotation discussed following receipt of Ger Mackey correspondence and the following agreed; five seats to be put out for nomination, with current Reps having the opportunity for re-election as Statutory Instrument 234 14 item 31 provides that a maximum of two consecutive terms is possible. Decision to delay LCDC Rep Rotation nominations & election to after Secretariat replacement to avoid confusion for members. This was proposed by John Carr & Seconded by Pat Rath. **Action:** PPN SO to prepare materials & schedule for Secretariat review before issue.
- PPN SO proposed trialing new method of corresponding with linkage groups. **Action:** PPN SO to suggest to Reps for feedback.

5. Salesforce Database :

PPN SO distributed response received by WCC regarding requirements. It was agreed that feedback should be provided to the Department indicating that such data processor agreements would need to be in place, and that Secretariat are happy with such agreements in order to agree to adoption of Salesforce. **Action;** PPN SO to revert to Department, and to continue to work with WCC to get required agreements in place.

6. Plenary Planning

Plenary planning document was reviewed by Members, roles reviewed, and agreement given to progress with spends on radio advertising, teardrop banners and high vis jackets. **Action:** PPN SO to progress and to begin to fill roles as discussed and confirm.

7. Newsletter

Agreement to release with minor revisions as discussed. **Actions:** PPN SO to revise and release.

8. AOB

Items raised were:

- a. Review and agreement of Irish National Heritage Park membership
- b. Nominee for Volunteers Network Contact for National Advisory Group agreed as John Carr. **Action:** PPN SO to advise NAG
- c. David Doyle confirmed as attending GDPR training on 3rd March and will take on management of this event, therefore PPN SO will not attend. **Action:** PPN SO to provide materials to David Doyle in advance.

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- d. PPN SO advised that she will not attend PPN Workers Network meeting on 28th February due to Plenary Planning and preparation.
- e. Pat Rath advised that he has an agreed motion for the next LCDC meeting which is a 'Pilot Programme to Tackle Loneliness & Isolation in Co Wexford'.

The facilitator of the next meeting will be Kevin Molloy. The next meeting will be held at **10.30 on Monday 12th March 2018** in County Hall, in Meeting Room 5, First Floor, Block E

This concluded the business of the meeting.

Facilitator

Dated _____, 2018.

Second Member