

Secretariat of Wexford Public Participation Network (PPN) Meeting on 15.05.2018

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 15th May 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
Mr. Thomas Cullen	Social Inclusion Sector
Ms. Ann Lacey	Social Inclusion Sector (interim)

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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Apologies:

PPN Secretariat Members:

Ms. Frances Ryan	New Ross Municipal District
Mr. Noel Stacey	Social Inclusion Sector (interim)
Mr. Jonathan King	Community & Voluntary Sector (interim)

1. Welcome to New Members:

New interim Secretariat members were welcomed to the committee by the facilitator.

2. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 10th April 2018 were proposed by John Carr & seconded by & David Doyle.

3. Matters arising from the Minutes:

Updates to items not on the agenda:

- RSES Workshops attended by John Carr & MaryB O'Leary with reports pending
- Connecting for Life meeting scheduled for 25th April was postponed – awaiting new date.
- Members attending The Wheel Summit on behalf of Wexford PPN are Ann Lacey, David Doyle, & Kevin Molloy with no other members declaring interest.

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4. Correspondence

Items not dealt with on the main agenda:

- a) Secretariat resignation from Frances Ryan reluctantly accepted, with Secretariat advised that she will remain on the Capacity Building Working Group. **Action:** PPN SO to correspond to formally accept same and to progress replacement once LCDC election process complete.
- b) Provision of Circular CVSP 5/2018 was noted
- c) Member Feedback received for PPN Plenary promotion to be included in agenda item on the topic at next Secretariat meeting. **Action:** PPN SO to include.
- d) StreetFeast – Committee confirmed that their position remains as in 2017 whereby PPN is happy to share information on the event to members but would not be in a position to financially support. **Action:** PPN SO to advise.
- e) Invitation to Poolpod launch from WCC – no one available on behalf of PPN.
Action: PPN SO to RSVP

5. Representation Update

With correspondence from WCC this item was brought forward in the agenda, as proposed by facilitator and agreed by the committee

- Rep Meeting with WCC – scheduled for 22nd May but committee agreed to postponement due to lack of available personnel to attend. **Action:** PPN SO to reschedule and advise of new date.
- Courtown Riverchapel LPF - expression of interest from new Rep accepted and PPN SO advised of new resignation by Joy L. Rice. **Action:** PPN SO to revert to new Rep and to correspond with committee. Replacement rep to be sourced also.
- JPC Rep resignation received from Joy L. Rice. Action: New Rep to be sourced following LCDC election process.
- LCDC Nominations & Election
 - Sub-committee feedback and election material reviewed and approved with minor revisions. David Doyle and Kevin Molloy agreed to conduct count on 19th June.
 - Secretariat approved for PPN SO to advise members of candidates and election procedure and timing including list of electorate available.
 - Secretariat reviewed WCC correspondence and agreed a sub-set would draft reply directly following the meeting.

The above three items were agreed as a unanimous action of the Secretariat

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6. Syrian Resettlement Worker Meeting:

PPN SO advised of meeting held on 17th April and engagement options discussed.

Action: Secretariat to consider item for inclusion at next MD meetings to be discussed in MD planning at next Secretariat.

7. GDPR Working Group Update

- John Carr & David Doyle gave a brief update of activity and correspondence from Noel Stacey circulated identifying summary actions and recommendations in addition to draft Data Protection policy. **Action:** Secretariat members to review and provide feedback by Monday 21st if any alterations suggested. Formal adoption of final policy at next Secretariat.
- PPN SO advised that work to overcome Salesforce adoption issues were ongoing and to be continued.

8. Capacity Building Working Group Update

David Doyle provided an update of work and recommendations. The following was agreed;

- Recommendation for four educational need development workshops was approved but timing was postponed to September. Discussion was held regarding facilitation. **Action:** PPN SO to get quotes for facilitators for next meeting.
- Proposed PPN Field Trip to CEART agreed. **Action:** PPN SO to progress planning
- Recommended Garda Vetting session in conjunction with WCC agreed. **Action:** PPN SO to progress planning with WCC
- Committee Roles & Responsibilities/Managing Meetings Better training discussed and request to seek local provider as comparison and WLD suggested. **Action:** PPN SO to contact WLD to see if such training possible for PPN.
- Basic First Aid courses approved but request for costing for full course for next meeting. **Action:** PPN SO to progress and seek cost.

9. Discussion on approach for sub-committee/working group minute approval

Due to time constraints this item was deferred to the next meeting. **Action:** Include as agenda item for next meeting

10. Plenary Review

Due to time constraints this item was deferred to the next meeting. **Action:** Include as agenda item for next meeting.

11. Understanding SICAP

Due to time constraints this item was deferred to the next meeting. **Action:** Include as agenda item for next meeting.

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12. Promotional Material for Summer Shows

Spend agreed to purchase 1000 pens and 1000 sticky notes with no other materials to be purchased for now. **Action:** PPN SO to arrange same

13. AOB

Items raised were:

- a. PPN SO reminded attendees that she is attending SJI training in Waterford on Wednesday 16th May
- b. Pat Rath provided a copy of the motion on Accessible Tourism which was recently brought before the Council - a topic he had raised previously at LCDC.
- c. Pat Rath advised that the Loneliness and Isolation sub-committee of the LCDC had met and begun work.

The facilitator of the next meeting will be Kevin Molloy. The next meeting will be held at **10.30 on Tuesday 12th June 2018** in County Hall, in upstairs meeting room in Block A

This concluded the business of the meeting.

Facilitator

Dated _____, 2018.

Second Member