

Secretariat of Wexford Public Participation Network (PPN) Meeting on 18.06.2019

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 18th June 2019 at 10.00am in Upstairs Meeting Room Block A,
County Hall, Carricklawn, Wexford.

Attendance:

PPN Secretariat Members:

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

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
Ms. Jamie Dunne	PPN Support Worker

Absent:

Mr. Tom Leahy	Social Inclusion Sector
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1. Welcome to Support Worker

PPN SO and Secretariat welcomed temporary Support Worker, Jamie Dunne.

2. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 3rd May 2019 were approved as proposed by John Carr and seconded by Kevin Molloy.

3. Matters arising from the Minutes:

A discussion was held regarding manning of stands at Summer Shows and the upcoming Bannow & Rathangan Show 11th July. It was agreed that Ann Lacey, Jonathan King and Kevin Molloy will man the stand at the Bannow & Rathangan Show 11th July. Younger members were also discussed. **Action:** Ann Lacey to discuss with Paula Kelly recruiting some Comhairle na nOg members to man the stand also. PPN SO to book stand and tickets.

4. Correspondence

Items not dealt with on the main agenda:

- a) PPN National Conference – agreed that all Secretariat would be supported to attend and Secretariat to consider level of support for other Wexford PPN attendees. Following a request at the PPN Resource Worker's Meeting it was agreed to include the Community Resilience and CPR collaboration as a good practice example from

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Wexford. **Action:** Secretariat to consider attendance for next meeting. PPN SO to submit suggestion for best practice example.

- b) The Environmental Pillar from Michael Ewing – noted.
- c) Department Circular CVSP 5/2019 re Support Workers – Support Worker has been appointed. A discussion was held in regards to Support Worker’s three month contract. **Action:** To be raised with WCC at upcoming meeting to discuss impact of short term contracts.
- d) PPN Establishment Structures – noted.
- e) Continuity of the Secretariat – noted.
- f) Corporate Plan Consultation - **Action:** Meeting for Secretariat and other members to develop submission at 2-4pm on the 16th July.

5. Secretariat & Rep Recruitment Approach

Following a discussion, as proposed by John Carr and seconded by Jonathan King, it was agreed to progress with SPC Rep recruitment based on assumed seats and to have an information meeting to encourage engagement. All seats will have a term of three years. **Action:** PPN SO to progress seeking nominations and to arrange information meeting in Templeshannon on 1st of July at 7pm. Secretariat to actively promote availability of seats.

6. Meeting with Ger Mackey Agenda Discussion

A discussion was held on the agenda for the upcoming meeting with WCC. Potential support for Level 7 Youth and Community Work Diploma, to be discussed.

7. Annual Report & Summer Event

It was agreed that the annual report and Summer Event on 23rd July would be similar to last year, with similar spend and structure agreed. Following a discussion regarding who will launch the report it was agreed to approach a member of Comhairle na nOg. **Action:** A subcommittee of John Carr, Kevin Molloy, Jonathan King, and Noel Stacey was agreed to progress. A meeting was agreed for Wednesday the 26th of June at 10am in County Hall. Ann Lacey to discuss with Paula Kelly, re person to launch the report.

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8. Community Vision Sessions Update

Following an update on attendance and progress to date the following additional consultation sessions were agreed:

Location	Date & time	Note	Managed by
Presentation Centre, Enniscorthy	7pm, Tuesday 25 th June	Collaboration with WLD	Annette – Jonathan and Thomas to attend
Taghmon FRC	tbc – likely morning	Drop in Consultation PPN SO to schedule	Annette, Jonathan, & Ann depending on scheduling
Tesco Community Room, Gorey	tbc – likely morning 10-11.30	Drop in Consultation PPN SO to schedule	Jonathan & Kevin
Youth New Ross	tbc – likely 10-12.30 on Wednesday 3 rd July	Drop in Consultation Ann Lacey to schedule	Ann & Annette

PPN SO advised that facilitator advises small write up team. As proposed by Pat Rath and seconded by John Carr agreed to engage Harriet for write up also (additional fee will apply) and write up team agreed as Harriet Emmerson, Ann Lacey, Jonathan King & Annette Dupuy. Write up to take place on 5th July – location tbc.

Action: Meetings to be scheduled as proposed and write up day to be progressed by PPN SO.

9. Secretariat Network

Due to timing this item moved forward on agenda. It was agreed that Noel Stacey will represent Wexford PPN Secretariat at the first meeting of Secretariat Meeting Network in Dublin, in the place of John Carr who is unavailable. This meeting is scheduled for 20th June. Usual per diem will apply.

10. Sub-committee Updates

a. Disability Sub-Committee

Draft Meeting Report from event of 8th May agreed as proposed by Pat Rath and seconded by Thomas Cullen.

Action: To be distributed as follows:

- To Collaborators - Caroline Horan and Sean Connick
- To Members – website and in information bulletin
- To County Secretary as Correspondence for next Council Meeting
- To LCDC for circulation to members
- To DFI

b. Code of Conduct Sub-committee

Following a discussion on the draft code prepared the following amendments were agreed

- Term 'board' to be changed to 'Secretariat, PPN Reps, and PPN staff'.
- 'Authority of facilitator' to be changed to 'role of facilitator/chair'.

With amendments the code was agreed as proposed by Jonathan King & Seconded by Kevin Molloy. **Action:** Sub-committee to revise and re-send.

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11. Plenary Report Review and Action

PPN SO suggested creation of sub-committee to review and action. It was agreed that sub-committee should use report to feed into Wellbeing Vision. Sub-committee agreed as Jonathan King, Kevin Molloy, Ann Lacey, & Noel Stacey. **Action:** Sub-committee meeting scheduled for 9.30am on Monday, 24th of June, at County Hall.

12. Event Feedback from Attendees

- PPN SO acknowledged that event reports from Rural Stakeholder Event in Carlow & Wheel Summit had been received and distributed to all. **Action:** Any queries to be directed to attendees.
- Gorey Show attendees noted reduced footfall to exhibition area. Lack of awareness of PPN event once again. Awareness of volunteer opportunities was a topic on the day **Action:** Volunteer Opportunity to be included as agenda item for July meeting

13. AOB

- PPN SO reminded of Ability Launch invitation on Friday the 21st of June. Secretariat who plan to attend must RSVP directly and as proposed by Jonathan King and Pat Rath per diem for Secretariat attendance, where representing Wexford PPN, will apply.
- PPN SO mentioned National Insurance Survey for community groups being prepared by PPN workers to provide information of insurance increases in the sector.
- Volunteers are needed for the Ploughing Championships in Carlow on September 17th to 19th. **Action:** All to revert with availability by next Secretariat meeting.
- Promotional Clothing – Following a discussion it was agreed, as proposed by Pat Rath and seconded by Ann Lacey, that Secretariat Members would be given a contribution of €30 towards an item of clothing which will be branded with Wexford PPN logo – payable through expenses. This item is to be **black** and suggested as gilet, or jumper which would be worn when representing Wexford PPN. **Action:** All to source and provide to PPN SO for branding.

The facilitator of the next meeting is Ann Lacey. The next meeting will be held at **10.00 on Tuesday 16th July 2019** in County Hall, in upstairs meeting room in Block A. Facilitator for subsequent meetings, to be agreed at the July meeting. **Action:** to be added as an agenda item.

This concluded the business of the meeting.

Facilitator

Dated _____, 2019.

Second Member