

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 09.05.2017**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 9th May 2017 at 10:30 am in Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Paddy Redmond	Enniscorthy Municipal District (Facilitator)
Mr. John Carr	Wexford Municipal District
Ms Frances Ryan	New Ross Municipal District
Ms Sara Kelly	Environmental Sector
Mr. Thomas Cullen	Social Inclusion Sector
Mr. Pat Rath	Community & Voluntary Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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Apologies:

PPN Secretariat Members:

Mr. Kevin Molloy	Gorey Municipal District
Ms Susan Murphy	Social Inclusion Sector
Mr. Seán Quirke	Community & Voluntary Sector

1. Presentartion by BHP Insurance:

Mark Lee of BHP Insurance provided a presentation outlining the services offered. He highlighted that they provide insurance to over 6,000 not-for-profits and that there was a PPN Membership discount that applied for members. He also advised that they are open to sponsoring PPN Events. His presentation was followed by Q & A.

2. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 4th April 2017 were proposed by Francis Ryan and seconded by John Carr.

3. Matters arising from the Minutes:

No matters arising from these minutes but Paddy Redmond referred to a clarification required for the minutes of 14th March 2017 where he advised that Sean Quirke proposed and Paddy Redmond seconded the decision to postpone the April-May District Meetings.

4. Correspondence:

No correspondence was received for the attention of the Secretariat.

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5. Re-Election of Secretariat

A discussion was held and in principle the concept of a rolling replacement over three years was agreed. A sub – committee of Frances Ryan, John Carr, & Paddy Redmond was agreed to work with PPN SO to develop the proposed approach for presentation to the next Secretariat meeting. This was proposed by Pat Rath & seconded by Sara Kelly
Action: Sub-committee to meet to progress and revert to next secretariat. Provisional sub-committee meeting agreed for 10.30am on Monday 15th May at County Hall – sub-committee members to revert to confirm availability.

6. District Meeting Review & Forward Planning

A discussion was held regarding the District meetings. It was suggested by John Carr that the next District Meeting be streamed on facebook live. This was agreed.

PPN SO suggested trialing ‘working group’ type focus to try and encourage participation and as an alternative to linkage group cluster meetings. The linkage group scheduled for 22nd May is to be postponed and in its place a Social Inclusion Forum is to be planned for 20th June in Templeshannon. The Social Inclusion Reps will chair and Social inclusion Reps from all committees will be asked to attend. An invitation will be issued to all PPN members and event be promoted publicly. PPN SO to invite SICAP team and to cc WLD CEO. **Action:** PPN SO to book and plan event as outlined

The summer show schedule and costs provided by PPN SO was reviewed and discussed. Agreement in principle to attend these events with review after initial event - Gorey Show. Kevin Molloy to look after Gorey Show. Frances Ryan to look after Adamstown. PPN SO To ask Bernie Mullen to look after Bannow Rathangan as John Carr unavailable. PPN SO advised she is unavailable on 17th June (Gorey Show) & 13th July (Bannow Rathangan). PPN SO looked for agreement to spend funds on additional promotional material (FAQ pull ups & give aways) for these shows.

Action: PPN SO to book space and to look after promotional materials

7. Capacity Building

PPN SO mentioned Rep Induction Session on 17th May and IT Upskilling for Reps on 26th May. Attendees reviewed the ‘Possible Training Session’ document provided. Feedback was that where possible local providers should be used and that suggested training showed some overlap with WLD training. Sara Kelly can conduct Facebook session. Proposed by Sara Kelly & Seconded by Thomas Cullen to gauge interest in the four items outlined initially from members and providers to be decided depending on interest.

Action: WLD Board member John Carr to reiterate to WLD re information sharing. Secretariat members to revert with alternative provider suggestions where known. PPN

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SO to determine member interest in proposed sessions and plan schedule based on same.

8. Salesforce Database

Discussion held regarding adoption of the database in Wexford. Two issues outstanding
1. Tailoring for Wexford & 2. Data Protection issue remaining. Decision taken to miss training in May and to go to September Training once tailoring etc completed.

Actions: PPN SO progress with Tricia Nolan re tailoring for Wexford and to formally write to the Department regarding Data Protection issues.

9. AOB

- PPN SO reminded members of South East LCDC Members Regional Meeting with SJI. This is currently proposed for 10th June in Bagnalstown **Action:** Once details finalised PPN SO to issue invite to LCDC Reps
- PPN SO reminded members of the SJI event in Wexford on 8th June and the attendees reviewed and provided feedback on the SJI poster. John Carr was suggested as the Secretariat member to do the introduction at the event. **Action:** PPN SO to feedback poster comments to SJI. John Carr to confirm availability to Introduce on the evening. (PPN SO away for this event)
- Members approved PPN SO to attend Wheel Conference in Dublin on 28th June with the complementary ticket provided.
- PPN SO advised on John Carley, Director of Service interest in the Community Insurance issue. PPN SO to write to Director formally to request if IPB could be engaged to offer community groups insurance . **Action:** PPN SO to write to Director of Service, John Carley & to investigate who is the IPB Rep on Council
- PPN SO sought approval to purchase attendance at 'Delegation to Volunteers' webinar training on 11th May (fee €22.11) This was approved **Action:** PPN SO to book same.
- A discussion was held regarding the Courtown Riverchapel LPF correspondence. No further action required at this time.
- PPN SO circulated draft letter to Gorey District Office following feedback at district meeting. **Action:** Letter to be sent with slight revisions discussed

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The facilitator of the next meeting will be Paddy Redmond. The next meeting will be held at **10.30 on Tuesday 20th June 2017** in upstairs meeting room Block A, County Hall.

This concluded the business of the meeting.

Facilitator

Dated _____, 2017.

Second Member