

# Secretariat of Wexford Public Participation Network (PPN) Meeting on 20.06.2017

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Tuesday 20<sup>th</sup> June 2017 at 10:30 am in Block A,  
County Hall, Carricklawn, Wexford.

## Attendance:

PPN Secretariat Members:

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

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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## Apologies:

PPN Secretariat Members:

Ms Susan Murphy	Social Inclusion Sector
Mr. Seán Quirke	Community & Voluntary Sector
Mr. Paddy Redmond	Enniscorthy Municipal District (Facilitator)
Ms Sara Kelly	Environmental Sector
Mr. Thomas Cullen	Social Inclusion Sector

## 1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 9<sup>th</sup> May 2017 were proposed by Francis Ryan and seconded by Pat Rath.

## 2. Matters arising from the Minutes:

No matters arising from these minutes

## 3. Correspondence:

The members discussed the items of correspondence outside those listed as agenda items and agreed the following;

- As proposed by Frances Ryan & Seconded by Kevin Molloy, PPN SO to revert to Enniscorthy & District Chamber of Commerce to advise that we will keep in touch regarding upcoming meeting and events. However, the organization will not be added to members information listing. It was agreed however, that similar to WLD, Wexford CcCo Community Dept could be sent copies of our information bulletins
- In response to Amanda Byrne's correspondence PPN SO & Gorey Rep to meet with Ms Byrne to discuss communication channels.

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### **4. PPN Reps to LCDC**

Clarification of the seats to be replaced was received from Ger Mackey just before the meeting. It was agreed to progress to nomination and postal election for these seats.

**Action:** PPN SO to revert to Mr Mackey stating SI detail of opportunity for re-election and to advise of timing required, thus missing July deadline. PPN SO also to write to current Reps and advise of same, highlighting opportunity for re-election. PPN SO to begin planning for these elections.

### **5. PPN Annual Report**

The 'Focus Group' sub-committee to meet with Ger Mackey & PPN SO on Tuesday 27<sup>th</sup> June to complete this report (which is due on 30<sup>th</sup> June)

**Action:** PPN SO to arrange meeting for 10 am on Tuesday 27<sup>th</sup> at County Hall. Frances Ryan, Kevin Molloy, John Carr & Sean Quirke to attend.

### **6. PPN National Advisory Nominees**

PPN SO advised that one nominee was received for Community & Voluntary (John Carr) & one for Social Inclusion (Breda O'Sullivan) No Nominee received for Environment.

**Action:** PPN SO to try to progress Environment nominee and to provide all to Department by the 30<sup>th</sup> June deadline.

### **7. PPN Events**

A discussion was held regarding recent and upcoming events. John Carr reported on the Social Justice Ireland event while Kevin Molloy reported on the Gorey Show stand. PPN SO discussed plans for the Social Inclusion event. Ramsgrange information event planned also for 3<sup>rd</sup> July. PPN SO is also to attend Wheel Conference on 28<sup>th</sup> June and help with national PPN Stand and PPN masterclass. It was agreed to progress with stands at the following two shows - Adamstown (Frances to manage) and Bannow Rathangan Show (Kevin to manage).

**Actions:** PPN SO to book and prepare materials as agreed.

### **8. Re-Election of Secretariat**

It was decided to defer discussion on this until the next Secretariat meeting.

**Actions:** to be included on next Secretariat Agenda

### **9. Capacity Building**

The document provided by PPN SO on 26<sup>th</sup> May regarding interest levels and proposed course schedule was discussed. It was agreed to progress as outlined within this document – proposer Frances Ryan & seconded by Kevin Molloy

**Actions:** PPN SO to begin to plan and schedule.

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### **10. Interim Representation Review**

PPN SO advised that some interim representations were reaching the six month time period. It was agreed that these interim Reps will remain in place until after the next re-registration. However, interim Reps who were only appointed in April will remain for the Calender year of 2017 as previously agreed.

### **11. PPN Website Development**

PPN SO advised that while the content was prepared no technical development has yet been undertaken by IT. This is to be progressed over coming weeks. PPN SO raised the suggestion of including an animation similar to Wicklow PPN on the new website.

**Actions:** Secretariat members to review the Wicklow PPN animation and feedback regarding their thoughts on a similar animation for Wexford..

### **12. AOB**

- Brian Toomeys LCDC Regional Meeting report was discussed and it was felt that the LCDC Reps should meet in advance of the next meeting to discuss this report and determine if any of the information should be raised at the next LCDC meeting. As a meeting of Reps was already to take place this is to be included in this meeting. **Action:** Sean Quirke was to arrange a meeting of PPN LCDC Reps
- PPN SO advised that with the expenditure return review last week it was discovered that VAT was incorrectly added to some Secretariat Per Diem payments in December. It was agreed that this overpayment would be rectified with reductions to Per Diems due in 2017.
- PPN SO advised the Director of Services John Carley had advised that PPN training from Social Justice Ireland with Wexford CoCo Management Team is to be conducted on 26<sup>th</sup> September.
- PPN SO advised that the student option for assistance to PPN did not seem practical based on conversations with Ger Mackey. It was agreed that PPN SO would determine level of help and assistance other PPN receive in addition to Resource worker and how this is facilitated. **Action:** PPN SO to progress
- PPN SO advised that to use built up leave she will aim to work four day weeks for the summer period. This will therefore have an impact on available resource.

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The facilitator of the next meeting will be John Carr. The next meeting will be held at **10.30 on Monday 17<sup>th</sup> July 2017** in County Hall, Block E, Meeting Room 3.

This concluded the business of the meeting.

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Facilitator

Dated \_\_\_\_\_, 2017.

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Second Member