

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 04.09.2018**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 4th September 2018 at 10:30 am in Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

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

Other Attendees

Ms Annette Dupuy	PPN Support Officer
Ms ClaraMai Doyle	PPN Temporary Assistant

1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 10th July 2018 were approved as proposed by John Carr and agreed by the meeting

2. Matters arising from the Minutes:

- Kevin Molloy thanked the Secretariat for their good wishes during his recent illness.

3. Vote of Sympathy:

The attendees extended their sympathies to PPN Secretariat Member, Noel Stacey, on his recent bereavement, the passing of his sister.

4. Correspondence

Items not dealt with on the main agenda:

- a) Department FOI Request – unanimous consent was given to release the required information. **Action:** PPN SO to revert to Department
- b) SJI Regional Meetings – Per Diem agreed for any Secretariat member who attends. **Action:** Secretariat members attending to book their own place.

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5. Per Diems

It was clarified that per diems outside standard meetings agreed must be pre-approved by the Secretariat in order to qualify for payment. A discussion was held regarding approach to per diems for further distances and the following agreed as proposed by John Carr and seconded by Jonathan King.

- *Current Per Diem of €25 to apply for any meeting within County borders*
- *Outside County up to a distance of 80km €50 payment applies*
- *Outside County for distances of 81km to 160kms €100 payment applies*
- *Outside County for distances over 161+kms €150 payment applies*
- *If an overnight is required for event, this will be at the conference hotel rate*
- *If travel exceeds 160km and an overnight is required due to distance to attend this will be up to a max of €100 and will be pre-agreed based on accomodation*

Action: PPN SO to draft into expenses policy for ratification at the Plenary.

6. Salesforce Adoption & Re-registration

- PPN SO advised that a new registration form, in line with national standard, will be required in order to progress in Salesforce. As agreed with Comm-IT this registration form will be in place by end September in order to allow for re-registration using this form.
- Sub-committee formed to review current form and agree inclusions for the new registration form. This is to include Ann Lacey, David Doyle, John Carr, & Noel Stacey. **Action:** Agreed that this sub-committee would meet at 11am on 11th September in County Hall to progress same.
- All agreed to approve spend for diaries and membership stickers again for 2018/19 membership assuming similar cost. **Action:** PPN SO to source same

7. Representation Update

- Correspondence received from John Carr regarding resignation from LCDC and remaining on Sports Active. **Action:** Agreed PPN SO ask Karin Dubsy to remain as Interim Rep to LCDC and for Seat to be re-advertised to members with other vacant seats. LCDC to be advised by PPN SO. John Carr to contact Sports Active and retract his resignation from this Rep position.
- New Representation Request from Connecting for Life Wexford Implementing Steering Group approved and to be put to members for nomination. **Action;** Progress to nomination.
- Kathleen Fitzpatrick resignation from Housing, Community & Environment SPC accepted. **Action:** PPN SO to progress for replacement.
- PPNSO to prepare materials to fill vacant and new Rep seats. These will include, JPC, Housing, Community & Environment SPC, Courtown Riverchapel LPF, and new

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TIG & Connecting for Life seats. Secretariat seats still vacant (New Ross & Environment) to be progressed also for interim replacements. **Action:** Materials to be prepared and issued.

- Availability of TIG seats to be highlighted with WLD and FDYS also in order to encourage participation.

8. Upcoming Events

- PPN SO updated on upcoming events including;
 - Needs Assessment sessions. Ann Lacey to attend with PPN SO to promote same to WLD on 5th September. PPN SO will not attend these sessions and so sign in, pull up set up, and introduction to be managed by Secretariat attendees. Agreed Secretariat attendees, and Per Diem approved for same, at each session are;
 - New Ross – David Doyle & Pat Rath (in addition to Frances Ryan)
 - Enniscorthy - David Doyle
 - Gorey – Pat Rath
 - Wexford – Noel Stacey
 - PPN Introduction to Fire Service by PPN SO on 11th September
 - Alone Befriending Service Information Session discussed and proposed for 22nd October in Templeshannon **Action:** PPN SO to arrange
 - Basic First Aid 15th September – Noel to attend and manage
 - Glenbrien Huddle – date tbc by David. Provisionally 22nd September
 - Plenary 2nd October – see later minute for agreed decisions and actions.
 - National PPN Conference - Athlone 11th & 12th October – agreed to support four Secretariat/Rep attendees with new expense policy to apply. **Action:** PPN SO to determine interest level & draw lots if in excess of seats available. David Doyle & Jonathan King expressed interest in attending.
 - Community Connect Conference - Kilkenny 10th October - agreed to support four attendees Plus PPN SO to attend, with new expense policy to apply for members. **Action:** PPN SO to determine interest level & draw lots if in excess of seats available. Noel Stacey expressed interest in attending.

9. Plenary Planning

- Draft Structure for the Plenary Event on 2nd October discussed and agreed. **Action:** Draft Agenda and Poster to be Prepared by PPN SO and planning to be progressed

10. PPN Staffing:

- Wexford County Council Personnel Section response discussed **Action:** PPN SO to ask Personnel Rep to attend Quarterly Review to discuss options available. Same to be arranged.

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11. Capacity Building:

- Proposed Committee Skills and Safeguarding Courses approved. **Action:** PPN SO to schedule same.
- Certificate in Advocacy for PPN Members to be investigated with WIT Action: PPN SO to investigate and revert.

12. Disability:

- Agreed that PPN SO will revert to Access Officer regarding hotel accessibility, and notice for future meetings.
- Disability Day – 3rd Dec – PPN SO to discuss with member who requested addition and include for next meeting if necessary.

13. Blood Donations:

- To be deferred to next meeting due to time

14. Wexford Local Development:

- To be deferred to next meeting due to time

15. AOB

Items raised were:

- a. Expense sheets to be completed and returned by members.
- b. Finance meeting to be scheduled and to include review of workplan in advance of WCC Quarterly Review
- c. Secretariat thanked ClaraMai Doyle for her time with the team and wished her well

The facilitator of the next meeting will be Pat Rath. The next meeting will be held at **10.30 on Monday 15th October 2018** in County Hall, in upstairs meeting room in Block A

This concluded the business of the meeting.

Facilitator

Dated _____, 2018.

Second Member