

# Secretariat of Wexford Public Participation Network (PPN) Meeting on 24.11.2016

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Tuesday 24<sup>th</sup> November 2016 at 10.30am. in Block E,  
*County Hall, Carricklawn, Wexford.*

## Attendance:

PPN Secretariat Members:

Mr. Seán Quirke	Community & Voluntary Sector (Facilitator)
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Ms Frances Ryan	New Ross Municipal District
Mr. Paddy Redmond	Enniscorthy Municipal District
Ms Susan Murphy	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. Thomas Cullen	Social Inclusion Sector
Ms Sara Kelly	Environmental Sector

## **1. Adoption of the Minutes:**

The minutes of the PPN Secretariat meeting of the 8<sup>th</sup> November 2016 were proposed by Paddy Redmond and seconded by Frances Ryan.

## **2. Matters arising:**

PPN SO advised that she had not written to Maria Mahon as she had made telephone contact and Ms Mahon agreed to call her back to discuss meeting attendance this week. No call has yet been received.

**Action:** If no call is received by end of November letter will be issued by PPN SO

This was followed by a discussion regarding Rep attendance. Pat Rath highlighted the poor attendance impact on the impression of the PPN. It was agreed by all to review current documentation to determine PPN Secretariat role and to revert in order for the matter to be discussed at the next meeting. A Rep meeting/workshop to be arranged for December also – details later in this document.

**Action:** All to review documentation and revert for next meeting

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**3. Correspondence:**

PPN Support Officer reviewed correspondence received, all of which had been circulated in advance of the meeting. A decision was taken not to progress Equal Ireland degree at this time.

**4. Update on Representation Requests**

PPN Support Officer referred members to the revised Formal Representation request from Sports Active and the request from SERDAFT

**Action** Linkage groups and nomination procedures to be put in place for both Representations by PPN SO

**5. Review of Registration Forms**

A review of queried memberships was held and remaining queries distributed. All to review college choice, to provide Secretariat guidance on same. As per last meeting, regardless of affiliation all are to be given a vote assuming application received on time, a decision which is to be reviewed annually.

**Action:** PPN SO to send follow up mail detailing outstanding work allocation, what needs to be done, & timelines for return.

**6. Finalising MOU & SLA**

PPN Support Officer today received feedback on recent draft from Ger Mackey

**Action** – PPN SO to send revised version for approval before formal issuing to WCC

**7. Review of Department Return**

PPN SO provided an overview of the work completed on the Department return to date and the available funds remaining for 2016. It was agreed that remaining funds would be used to fund presentation and promotional materials for PPN in addition to holding a Representative meeting/workshop and engagement session.

**Action:** PPN SO to begin process of costing remaining items

**8. AOB**

- Paddy Redmond advised of his attendance at the recent Social Justice Ireland session in Thomastown. Following receipt of materials from this session Paddy will provide a report on same.
- PPN SO advised of a report provided by Ann Lacey, acting community rep on SERDAFT and of the date of the next meeting. This is to be distributed to members.
- PPN SO updated on progress of Rep Expenses on Council Committees and expects to have both a policy and procedure in place in the coming weeks. WCC have committed to paying same.

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- A decision was taken to have the Rep meeting/workshop on the same day as the next Secretariat and to have a social gathering for Secretariat and Reps following same. The suggested structure would be Secretariat meeting at 2pm, Reps workshop/meeting at 4pm, social event at 6pm. PPN SO to begin planning for same with a suggested date of Mon 12<sup>th</sup> December in Enniscorthy

The facilitator of the next meeting will be Sean Quirke. The next meeting will be held at 2pm on Monday 12<sup>th</sup> December **2016** in Enniscorthy – venue to be decided.

This concluded the business of the meeting.

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Facilitator

Dated \_\_\_\_\_, 2016.

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Second Member