

Secretariat of Wexford Public Participation Network (PPN)

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)

Held on Monday 6th of July 2020 at 10.00am by tele-conference

Attendance:

PPN Secretariat Members:

Mr. Jonathan King	Community & Voluntary Sector (Facilitator)
Mr. Pat Rath	Community & Voluntary Sector
Mr. Noel Stacey	Social Inclusion Sector
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Mr. Bernard O'Leary	Enniscorthy Municipal District

Apologies:

Ms. Ann Lacey	New Ross Municipal District
Edel Reck	PPN Support Worker

Other Attendees:

Ann Marie Laffan	PPN Support Officer
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As proposed by Noel Stacey and seconded by John Carr it was unanimously agreed by all present to regularise the holding of this meeting and all agreed that this is a properly constituted PPN Secretariat meeting held by tele-conferencing due to Covid-19 restrictions.

Jonathan King advised members that the position with PPN Secretariat members Pat Rath and Ann Lacey needed to be regularised in order to continue as Secretariat members. Ann Lacey was not elected as New Ross MD rep and the position is currently vacant and Pat Rath's Community & Voluntary Sector position is due for election as another nominee was submitted. The members unanimously agreed for both members to continue in their PPN Secretariat roles pending the outcome of an election. Proposed by Bernard O'Leary and seconded by John Carr.

1. Minutes of previous PPN Secretariat meetings

The minutes of the PPN Secretariat meeting of 15th June 2020 were agreed, as proposed by Kevin Molloy and seconded by John Carr.

2. Matters arising from Minutes

Healthy County - PPN SO explained the position with regards to the PPN Healthy County Rep and the members discussed the options including their proposal to put forward a Disability Rep on the Healthy County Committee from the PPN. The members agreed to formally write to the Healthy County Co-Ordinator and advise/request the following:

1. PPN SO to continue as PPN Rep on Healthy County Committee.
Proposed by Pat Rath and seconded by Bernard O'Leary.
2. A Disability Rep to sit on the Healthy County Committee and it is requested that this position is sourced from the PPN

As the PPN SO cannot attend the next Healthy County Committee it was agreed that Jonathan King will attend to represent the PPN.

Action : PPN SO

3. Correspondence

The PPN SO informed the members of the following items of correspondence:

- E-mails from Annette Dupuy and Noel Stacey dated 16th June re. Healthy County Committee
- E-mail from DRCD dated 16th June 2020 re. Operation of PPNs over the coming months
- E-mail from David Doyle dated 19th June 2020 re. PPN Secretariat seat
- E-mail from DRCD dated 23rd June 2020 re. query on PPN LCDC rep
- E-mail from WCC dated 25th June 2020 – Community Grant Acknowledgment
- E-mail from DRCD dated 19th June 2020 – Covid19 Training & Supports
- E-mail from John Carr dated 30th June 2020 re. Position paper
- E-mail from DRCD dated 1st July 2020 – Recruitment of PPN staff

4. PPN Annual Report to DRCD minutes

PPN SO circulated a copy of the minutes from the meeting held to finalise the PPN Annual Report to DRCD. She confirmed that the return had been completed and submitted to DRCD by the due date.

5. PPN Annual Report

The Annual Report for 2019 was discussed and the PPN SO advised members that she has started to look at this but realistically it will be September before a draft will be ready to present to the PPN Secretariat.

Action: PPN SO

6. Representation and Secretariat

Elections for PPN representatives were discussed and the current vacancies. PPN SO noted that due to remote working and upcoming annual leave that it would be difficult to hold elections so it was agreed to postpone elections for the moment.

The Community & Voluntary seat which is due for election as there were two nominees was discussed. It was unanimously agreed to accept both nominees and create an additional Community & Voluntary Seat. This was proposed by Bernard O'Leary and seconded by John Carr. PPN SO to advise David Doyle.

7. Covid19 & Supports for members

Jonathan King complimented the PPN SO, Annette Dupuy and PPN SW (Edel Reck) for the work they carried out as part of the Community response to the Covid19 pandemic. He added that a letter of appreciation should be sent from the PPN Secretariat to PPN members to acknowledge this work. This was seconded by Pat Rath. PPN to draft letter for Secretariat to approve.

Bernard O'Leary left the meeting at 10:52am.

PPN SO informed the members that the PPN grant application for the Covid19 Emergency Fund had been successful and €2,000 had been approved. Plans are underway to put the packs together with the PPN logo to go on the bags. PPN SW will be working on putting these together and Wexford Civil Defence have agreed to deliver them.

PPN SO proposed training as follows to be rolled out:

1. Zoom & other remote meetings – quote from E-Skills/Zita approved
2. Re-Opening of Facilities – quote of €4,000 received – too high but will investigate further

The issue of insurance for PPN members post-covid was discussed and it was decided to hold off on sending a letter to government ministers.

8. Plenary & Other meetings

It was noted that the provisional date for the plenary meeting is 8th October. Options for locations and methods for hosting the meeting were discussed. Jonathan King informed members that Webex and Microsoft teams are the preferred options. The use of Community Facilities or Halls as a venue were discussed. It was agreed to defer to next Secretariat meeting.

9. Community Wellbeing

Noel Stacey noted that the Secretariat should be looking at the strategic implementation of work done last year on Community Wellbeing. After some discussion it was agreed bring this to the Healthy County Committee – proposed by Noel Stacey and seconded by John Carr.

10. Disability Sub-Committee

Pat Rath noted that work on Salesforce needs to be chased up for how PPN members are linked to the Disability Sub-Committee/Linkage Group and needs to be completed by registration date. **Action: PPN SO**

PPN SO updated the members on the report being compiled by PPN SW on the Disability event in 2019. Work is ongoing and can continue once she receives a laptop. The report can be presented to the next Disability sub-committee meeting.

11. Update on budget/finances

The members discussed the PPN budget and financial position and in particular the effect that Covid19 has had this year. It was agreed to hold a Finance sub-committee meeting on 13th July at 10am – PPN SO to arrange. **Action: PPN SO**

12. AOB

Kevin Molloy raised the issue of the cost of mobile phones for those not on a free package for tele-conference calls. It was agreed that no rep should be out of pocket for these expenses and it was unanimously agreed that these costs could be submitted for payment as a legitimate expense.

The possibility of using Enniscorthy as a possible future meeting venue was discussed and agreed to explore. A suitable meeting room which could accommodate all members social distancing would be required.

Pat Rath led the Secretariat members in wishing Noel Stacey and his family best wishes during this difficult time for them.

13. Date & Facilitator for next meeting

The facilitator of the next meeting is Jonathan King and it was agreed to extend his period up to October 2020 to include the plenary. The next meeting will be held at 10.00 on 7th September 2020.