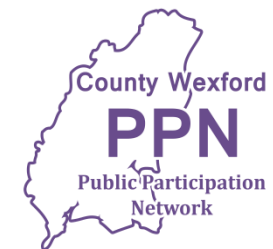


PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting	04 th July 2022 at 10am.
Specify in person or online	In-person / online at Council Block E, County Hall, Wexford

In Attendance:
In attendance: Ann Lacey, Facilitator Breda Cahill Thomas Cullen Kevin Molloy Kamal Tribak Bernard O’Leary Monica Gaynor Philip Hickey



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Simon Boyce sent his apologies.	
2.	Minutes of previous meeting 3 rd June 2022.	Bernard proposed and Tommy seconded the minutes as presented.	None.
3.	Matters arising from the minutes.	A number of items were discussed which featured later on the agenda and are reported on below.	None.
4.	Finalisation of the 2022 Budget / Workplan.	In finalising, some amendments were made at the meeting in regard to both activity and budget – the main one was that €5,000 was added to the original intended spend for the	Monica will send the approved plan to the DRCD, who had formally requested it to evaluate funding.

		Strategic Implementation Plan with the amount allocated for promotional items was reduced by the same figure.	
5.	Trade Shows Attendance.	Ann gave brief feedback on her day at the Gorey Show and plans made for the stand being manned by Wexford PPN at the Bannow/Rathangan Show on the 14 th July.	Kevin, Philip, Ann, and Simon will man the stand and it is envisaged that others will be attending the show on the day and could lend a hand.
6.	Promotional Materials.	An order has been placed with Bang Promo for some new items which will hopefully arrive before the Bannow Rathangan Show. It was agreed that we will need to obtain more items going forward and the budget can accommodate this.	Likely before the Ploughing show and the Plenary, new items will have been sourced and obtained.
7.	Induction Training.	In regard to new member groups, it was suggested that if groups wanted to meet with Secretariat members, then this can be arranged. For new Reps, they were to be invited to some of the MD meetings and will obviously be invited to the next Reps roundtable meeting that is scheduled for September.	New reps were to be contacted by Philip to check their availability to attend any of the MD meetings.
8.	Expenses.	Monica advised on the requirements and forms will be issued to all Secretariat members. Per-diem payments were discussed but it appeared that these had now been ceased by the Dept. It was felt some representation should be made for people who don't drive, to receive some recognition for attending meetings.	Monica will contact the Dept in regard to Per-diem payments or the possibility of other options.
9.	Updates on Strategic Implementation Plan.	No new quotes had been received for the plan but Gillian Wild had volunteered to meet with the Secretariat regarding the tender. It was felt by her that this was too low for what was involved. Some other consultants contacted had confirmed that they were unable to submit a tender interest.	Monica to arrange a meeting for the Secretariat with Gillian Wild.

	& Secretariat Vacancies.	No new candidates for the Secretariat Vacancies had come forward and it was felt that the MD meetings would be where we could try to find interested people who could stand on an interim basis.	It was agreed we would try to identify potential candidates at the MD meetings.
10.	Meeting with Dymphna O'Connor.	It was decided that the full Secretariat would wish to meet with Dymphna and it was agreed that she would be invited to the next Secretariat meeting likely to be in September.	Monica will invite Dymphna to the next meeting.
11.	MD Meetings.	Enniscorthy meeting had taken place at this time and it was felt it was a successful evening and it was hoped that the ones to follow would also be similar. Numbers of confirmed attendees at this stage suggested that Gorey would be the one that would have the largest attendance. The Rosslare meeting was to be re-scheduled for the 27 th July at Carrig-on-Bannow Community Centre.	None. Philip will invite Rosslare MD members to the meeting via Salesforce.
12.	LCDC Interim Meeting with Gorey.	Kevin and Monica met with Philip Knight and further meetings and liaison will take place.	Monica will keep in contact with Philip Knight regarding holding further meetings.
13.	Registrations.	Approvals were given to the four groups who had registered applications – Wexford Light Opera Society, Wexford Search Rescue Recovery and School Leavers Ability Project can be converted on Salesforce. Wexford Town Sustainable Energy Community were approved by the Secretariat but will need to be ratified by I.E.N. as they fall under the Environment Pillar. There are still a few aged registrations where groups haven't been approved as yet by I.E.N. who raised queries with them.	Philip will convert the records on Salesforce to activate full membership. Monica will submit details of this group to I.E.N. for approval. Philip will talk to the groups concerned to see what their status is and whether they really are Environment Pillar groups. For

	Correspondence.	Aislinn Dunn's email to Claude Clancy regarding GDPR and her preference that she could access all PPN member details was discussed. As we had now completed the Reps list and displayed it on the website, it was agreed that if members wanted to contact Reps they can do so – it should not be the other way around and we should not allow access to our members records to Reps	<p>some their theme would suggest they are more community & voluntary who could be converted as active members.</p> <p>It was decided to communicate this at the next round of meetings when Aislinn would be in attendance for at least one of them.</p>
14.	A.O.B.	Discussions took place regarding the staging of the next meeting.	Date set as indicated below.
15.	Date of next meeting.	5 th September 2022 provisionally decided on.	