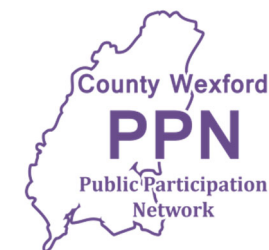


2PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	13 th March 2023 at 10.00 am. In-person / online in Upstairs Training Room County Hall Wexford.

In Attendance:
In attendance: Breda Cahill, Facilitator Bernard O’Leary Linda Sinnott Patrick Rochford Kevin Molloy Simon Boyce (online) Ian Ludlow Philip Hickey



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Ann had sent her apologies and Kamal & Tommy were unable to attend – Simon was online for the meeting until 11.15am. Dymphna O’Connor also sent her apologies as she was unable to attend the meeting.	None.
2.	Ian’s Introduction.	Ian introduced himself and outlined his aims for developing a good working relationship with the Secretariat.	None.
3.	Matters arising from the minutes for the 13 th February 2023.	Owing to cancellations of recent events some of the matters arising could not be completed or had to be delayed – Finalisation of Strategic Plan and Budget/Workplan, Training Needs Analysis as well as the MD meetings. There was also a question in regard to the resolution of correspondence from Ballycanew-Ballyoughter Community Development.	Ian will issue new meeting date(s) for the required meeting for the Budget & Workplan and a revised schedule for the MD meetings. Philip will liaise with Monica regarding communications in this regard.

4.	Agreement of minutes from meeting of 13 th February 2023.	Minutes were proposed by Bernard and seconded by Breda.	None.
5.	New Registrations.	<p>In total there were 11 new Registrations which was noted to be very encouraging.</p> <p>The following were approved for full membership – Bygone Days Storytelling House / Rathnure Development Group / Bree Billiards & Snooker Club / Kilrane Parish / Ten Lives Cat Rescue / Galbally Sport & Leisure Club / Foulksmills Tidy Towns /Voice of Visual Impairment.</p> <p>Wexford Skater Collective was also approved and will become eligible in April when the group are in existence for 6 months.</p> <p>Tomhaggard Clean Coasts Group were approved but will need final ratification from the Irish Environmental Network (IEN).</p> <p>Cari Foundation were approved for Associated Membership only, on the basis that they are not volunteer led.</p>	<p>Continued promotion of Wexford PPN is to be a priority.</p> <p>Philip will convert records on Salesforce.</p> <p>Philip will convert record in April.</p> <p>Since the meeting the IEN have confirmed eligibility and record has been converted.</p> <p>Record has been converted on Salesforce.</p>
6.	Correspondence / Regulatory Documents (Constitution).	<p>Letter from DRCD regarding funding which had been highlighted in our last meeting, was discussed again owing to the fact that the deadline of the 31st March was upcoming.</p> <p>Part of this discussion was in regard to the required Memorandum of Understanding with Wexford County Council being adopted. Discussions on this would need to take place with Dymphna and would also need to involve a Human Resources representative from the Council, given staffing changes and other concerns.</p>	<p>Ian will arrange a new meeting with the Secretariat to finalise the 2023 Budget & Workplan.</p> <p>Ian will liaise with Dymphna on this and revert to the Secretariat separately.</p>

		The aspect of Regulatory Documents was touched upon but more in regard to the documentation required for the submission of the Budget & Workplan.	
7.	Finance Report Update.	With the need to reschedule the Budget & Workplan meeting this was not discussed in great detail. Ian gave a brief outline of current finances.	As previously noted, Ian will re-schedule the Budget & Workplan meeting.
8.	Meeting Break.	At this stage Simon had to leave the meeting.	None.
9.	Updates with Dymphna O'Connor.	As Dymphna was unavailable to attend the meeting, the discussion focused on matters that would need to be discussed with her at a later date.	As previously noted, Ian will liaise with Dymphna and revert.
10.	Closing of Strategic Plan.	<p>Philip had made some minor formatting changes to the Strategic Plan and had sent these to the Secretariat for consideration. He did suggest that the document in its current state was somewhat flat and needed animating.</p> <p>This view was shared by all, and it was felt that before the launching of it, there needed to be more work done on the format of the document ahead of its presentation to the members.</p> <p>It was agreed that no further input would be required from the consultants.</p>	Ian is going to look at this as he has some experience in this area and will present his ideas back to the Secretariat.
11.	Vacancies – Secretariat & Representatives.	<p>As noted in previous Secretariat meetings – vacancies for a number of positions were advertised and a number of PPN Representative nominations were submitted for approval to the Secretariat.</p> <ul style="list-style-type: none"> - Enniscorthy Town Centre First Team – Bernard O'Leary nominated. - Housing & Community SPC – Ann Sharry nominated. - Healthy Wexford County Committee – Breda Flood nominated. - Wexford County Council Heritage Forum – Peter O'Connor and Caoimhe Dunne nominated. 	Philip will advise the facilitators of each committee regarding the approvals and will re-advertise the unfilled vacancies at a later date.

		<p>All of the proposed nominations for the above were approved. Two advertised Representative positions remain unfilled as there were no nominations received for them.</p> <p>Philip detailed to the attendees; the nominations that had been received for the vacant Secretariat positions that had been advertised. (it was noted that the advertising of these positions had been ratified in previous Secretariat meetings and noted in the minutes of those meetings.)</p> <p>Lengthy discussions and disagreements ensued in regard to the Secretariat and the meeting ended abruptly and incomplete.</p> <p>Kevin had requested that a bullying complaint be recorded in the minutes.</p>	
12.	MD Meetings	Not discussed owing to the meeting not being completed.	Ian will issue proposed revised schedule for the MD meetings.
13.	AOB.	None.	None.
14.	Date & Time of next meeting	Not discussed owing to the meeting not being completed.	To be noted that the 2 nd Monday in April will be a Bank Holiday so an alternative date will have to be set.