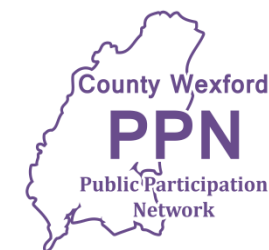


PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting	7th November 2022 at 10am.
Specify in person or online	In-person / online in Council Chambers, The Presentation Centre, Enniscorthy, Co. Wexford

In Attendance:
In attendance: Breda Cahill, Facilitator Bernard O'Leary Kamal Tribak (Online) Kevin Molloy Linda Sinnott Patrick Rochford Simon Boyse (Online) Monica Gaynor Philip Hickey



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Ann Lacey sent her apologies. Unfortunately, due to PC connection issues in the Presentation Centre Chambers, Kamal joined by WhatsApp on his phone and Simon was unable to connect so he had to leave the meeting.	None.
2.	Minutes of previous meeting 3 rd October 2022.	Minutes were agreed on and were proposed by Kevin and seconded by Linda.	None.
3.	Matters arising from the minutes.	Prior to Kevin and Kamal meeting other 2 Environment Reps regarding Climate Change they requested the most up to date Climate Change Report from the Climate Action Group of Wexford County Council.	Monica to request report.
4.	Secretariat & Committee Vacancies	It was agreed that in the New Year nominations will be sought for the Healthy Wexford Committee and a PPN Rep for the Connecting for Life Committee.	None Nomination to be sought.

		<p>Mary B O’Leary recently resigned from her position of Social Inclusion Rep on the Economic Development and Enterprise SPC and a nomination will be sought immediately.</p> <p>2 nominations were received for the interim position on the Secretariat for the Environment Pillar. It was agreed that Ann Walsh will fill the vacancy as the Environment Secretariat member.</p>	<p>Both nominees will be notified of the outcome.</p> <p>Ann will be invited to attend an induction ahead of the next Secretariat meeting.</p>
5.	Update of Strategic Implementation Plan (SIP)	<p>An online presentation will be provided by Martin Fitzgerald to the Secretariat Members at 7pm on the 14th November. Two in-person focus group sessions have been arranged for members by Gillian on the 22nd November in Templeshannon Community Centre. Linda did suggest that a further on-line session for members should be facilitated and this is to be considered.</p>	<p>A decision on the requirement for further member sessions will be taken after the 22nd November. However, it is felt that an online session would be beneficial to the process.</p>
6.	Plenary Update	<p>Monica gave an update of what arrangements have been made to date and it was agreed that a further meeting be held by the Plenary Sub-Committee online on Friday 11th November at 10 am.</p>	<p>Monica to arrange online meeting and send link to Plenary Sub Committee.</p>
7.	<p>Correspondence:</p> <p>a/. DRCD Circular CVSP 4/2022 & PPN Financial Controls</p> <p>b/. Resignation – Mary B O’Leary</p> <p>c/. Registrations</p>	<p>Breda read out some relevant areas of the CVSP 4/2022 and PPN Financial Control document to be noted.</p> <p>A letter of resignation was received from Mary B O’Leary as a representative on the Economic Development and Enterprise SPC. This was regrettably accepted and an appreciation of Mary’s serving as a Rep was noted.</p> <p>In total 9 new or returning groups were ratified and have now been converted for membership with Wexford PPN. Artbank, Ballymitty Women’s Shed, Bayview Drive Residents Association, Castlebridge ICA, Horeswood ICA, CGI Kilmuckridge, Hook</p>	<p>None</p> <p>This position is to be filled immediately.</p> <p>All new registration to be converted on Salesforce.</p>

		Pickleball, Wexford and District Women's and Schoolgirl's League & St. Josephs AFC.	
8.	Re-registrations outstanding	<p>Currently there are 60+ re-registrations outstanding and it is the intention of staff to call all of the members to try and get them renewed. So far only 4 groups had ceased to operate since the last round of re-registrations in January 2022.</p> <p>Expectations will be that with new memberships and the renewing of those outstanding, that the total membership will be approaching the 400 number. After the last re-registration exercise was completed this would show an increase of membership by almost 20%.</p>	Philip and Monica will contact outstanding members to encourage re-registration.
9.	Finance / Budget	Following the technical issue in the Chamber in the Presentation Centre the Financial Report was unable to be shown.	Monica to send a current Financial Report to the Secretariat.
10.	Workplan & Budget.	As it is the final quarter the workplan was reviewed. A number of items will carry into 2023 but have been commenced. These would include the Strategic Plan, IT changes & Training Needs Analysis.	The 2023 Workplan will be on the agenda for the next Secretariat meeting where considerations should be discussed for at least the first 6 months of 2023.
11.	Constitution & Other Terms of References	<p>It was recognised that no formal documentation has been produced or updated and that there was a need for these to be considered ahead of the next meeting. Rather than overcomplicating matters, sample templates in the PPN Handbook should be utilised and adapted as required.</p> <p>A sub-committee was formed to commence procedure (Breda, Linda and Bernard).</p>	This will be an agenda item for the next Secretariat meeting.
12.	Events	Monica gave updates on events that PPN staff had attended including the National PPN Conference with three Secretariat Members, SETU Volunteer Fair in Peters College and SHAFE Project in Wexford Library and Coffee Morning in Volunteer Centre to meet other community groups.	None

13.	AOB	<ul style="list-style-type: none"> a. Wexford PPN Website needs updating and Patrick suggested sending out a specification requirements to gain some quotes. b. GDPR – It was confirmed by DRCD that only the staff of Wexford PPN can have access to the all the members personal detail and not to be shared with other groups. c. It was noted that public consultations are being held but community groups are not being notified to get involved. 	<p>Specifications to be done up.</p> <p>None</p> <p>Monica to contact Liz Stanley, Gorey to request that the PPN would be notified for future community events.</p>
14	Date for next meeting	It was agreed that the next meeting will be held on Monday 5 th December, 2022.	Monica to book meeting room.