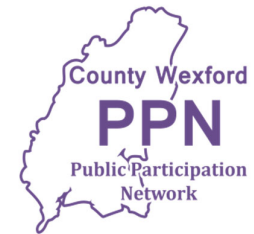


<b>2PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting Specify in person or online</b>	12 <sup>th</sup> June 2023 at 10.00 am.  In-person in Block A First Floor County Hall Wexford.

<b>In Attendance:</b>
In attendance: Patrick Rochford, <b>Facilitator</b> Linda Sinnott Breda Cahill Bernard O’Leary Tommy Cullen Ian Ludlow Sue Kent Kamal Tribak (Online)



<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome / Decisions Made</b>	<b>Actions Required – By whom and when</b>
1.	Welcome and apologies.	Ann, Simon and Kevin had sent their apologies.	None.
2.	Sue’s Introduction.	The new Support Worker Sue Kent was introduced and welcomed by the Secretariat. Sue is involved in her local community group and has a keen interest in the work of the PPN.	None.
3.	Agreement of Minutes from the 8 <sup>th</sup> May 2023.	Minutes were proposed by Breda and seconded by Bernard.	None.
4.	Matters arising from the minutes for the 8 <sup>th</sup> May 2023.	Ian confirmed that he had spoken with Tom Birmingham (WLD) and he would confirm the date for a separate LEADER stakeholder meeting with the PPN for June.  All other items had been progressed or were on the agenda for this meeting.	None.

5.	Review of Plenary Meeting.	<p>A review and discussion took place on the recent Plenary event. It was felt that the content was good overall but general attendance was poor. Ian commented that the attendance was in line with average attendances in other PPNs however, he asked the Secretariat to start thinking about the next Plenary in November. The feeling was that improving the District meetings might naturally increase interest for the Plenary events.</p> <p>Some initial discussions in relation to Social Enterprises and the Local Enterprise Office have taken place and it is hoped that this conversation can progress with the aim of finding supports for these groups.</p> <p>Patrick suggested that a survey be sent to the member groups to gauge how PPN meetings could be improved or made more attractive for members.</p>	<p>Secretariat and Staff to start on ideas for next Plenary/District meetings. Items will be progressed through monthly meetings.</p> <p>Ian to continue discussion with LEO.</p> <p>Ian to draft survey to send out over the coming weeks.</p>
6.	Reps Attendance & Expenses.	<p>It was noted that not many expenses had been submitted for 2023 and that this has an effect on budget forecasting. Breda suggested that the expenses template be sent out to Reps and it was agreed that Ian would send an email to remind Reps to review outstanding expenses before end of June.</p> <p>Breda also suggested that expenses should be submitted quarterly to help manage the budget.</p> <p>The needs/issues for Reps to be discussed through a Round Table meeting with the Secretariat. Breda will chair and Tommy offered to host at the Community Centre in Templeshannon, Enniscorthy. Proposed date is 6th July.</p>	<p>Ian to send email/template to Reps.</p> <p>Ian to review expenses regularly.</p> <p>Ian/Sue to book the venue and issue invitation to Reps.</p>

		Breda proposed that each member group select a dedicated member to represent the group at PPN events. It was felt that this may improve attendance and interest.	This is something to be explored further and could be discussed at the Reps Round table meeting.
7.	Finance Update.	<p>Ian confirmed that finances were in order and forecasting was almost on track for the first half of the year. Expenses to be processed over the next few weeks.</p> <p>Ian confirmed that the 2024 budget may come under pressure due to increased staff salaries and lack of carry over funding available from the DRCD. Ian has started discussions with the Finance Dept in Wexford County Council in relation to reviewing the existing hosting fee for the PPN.</p> <p>Ian confirmed that the new Finance Report template was working well and Sue was updating this file regularly.</p>	<p>Ian to follow up with Reps expenses and outstanding invoices.</p> <p>Ian to continue discussions with the Finance Dept.</p> <p>Sue to continue work on the Finance report.</p>
8.	New Registrations.	<p>3 new registrations were brought to the meeting and approved for membership.</p> <p>St Abban's boxing club, Kilmuckridge Womens Shed, and Adamstown community development association.</p> <p>An outstanding group registration Courtown Business Association was not approved.</p>	Ian will convert the groups approved and will update Courtown Business Association on their decision.
9.	Correspondence	<p>Ian confirmed that the Annual reports to the Council and DRCD had been completed and submitted.</p> <p>There had been some positive correspondence from attendees at the Plenary, Breda asked if we could forward these to her.</p>	<p>None.</p> <p>Ian to forward emails.</p>
10.	Municipal District Meetings – Gorey	<p>Kevin had advised Ian &amp; Sue that the Gorey District meeting had been confirmed for 20<sup>th</sup> June in Loch Garman Arms, Gorey. Kevin had arranged the booking.</p> <p>Ian confirmed that the details had been sent to members through the info bulletins, but it was agreed that further notice be sent out through Social Media channels.</p>	<p>None.</p> <p>Ian to send out notifications.</p>

11.	Review of PPN Rep Vacancies.	<p>A lengthy discussion took place on the current PPN Rep vacancies. It was agreed that after the new Constitution and Election Policy had been ratified at the Plenary, the following actions would take place:</p> <p>Secretariat Gorey MD Rep – 2 nominations received, one deemed invalid, Aislinn Dunne to be appointed.  Secretariat Wexford MD Rep – To be readvertised.  Secretariat Social Inclusion Rep (x2) – 4 Nominations received, one deemed invalid, Election to take place.  Secretariat Environmental Rep – To be readvertised.  Secretariat Community Rep – 2 nominations received, one deemed invalid, seat to be readvertised to align with new election policy.</p> <p>Enniscorthy Town Centre First Rep – To be readvertised.  New Ross Town Centre First Rep – To be readvertised.</p> <p>Ec Dev &amp; Enterprise SPC Rep – To be advertised.</p> <p>Tommy Cullen was thanked for his hard work and dedication over the years with the PPN.</p> <p>Ian confirmed he would write to Kevin to update him on this discussion.</p> <p>It was agreed that after vacant seats were filled that a review of all subgroups should take place.</p>	Ilan & Sue to advertise seats and contact nominees with the agreed outcomes.
12.	AOB.	Sue has booked stands at both The Gorey Agricultural Show on the 17 <sup>th</sup> June and at the Bannow/Rathangan Show on the 13 <sup>th</sup> July. Sue will invite Reps to man the stand for Gorey.	Sue to follow up on the shows booking and rota for stand.

		<p>Ian confirmed that he has received a quote for the website design and had spoken with another company about the Strategic Plan redesign.</p> <p>Patrick requested that the Feasibility Study for CLG be included as an agenda item for the next meeting.</p> <p>Ian confirmed that a review of the workplan take place with the Finance subgroup before the end of the month.</p> <p>The MOU is with the Council for review and should be signed off this week.</p> <p>Ian confirmed that the Training Needs Analysis for members is drafted and should be sent out this week.</p>	<p>Ian to continue work on both these items.</p> <p>Item to be included on next month's agenda.</p> <p>Ian to arrange meeting.</p> <p>Ian to follow up.</p> <p>Ian to distribute to members.</p>
13.	Date of Next Meeting	Monday the 10 <sup>th</sup> July.	Confirmation and agenda will be issued prior to the meeting.