

<b>2PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat July Meeting 2023
<b>Date of Meeting Specify in person or online</b>	10 <sup>th</sup> July 2023 @ 10am  In-person / online facility in Block A First Floor County Hall Wexford.

<b>In Attendance:</b>
In attendance: Patrick Rochford, <b>Facilitator</b> Ann Lacey Bernard O’Leary Breda Cahill Kamal Tribak (Online) Linda Sinnott Aislinn Dunne Gerry Moran (Apologies) Simon Boyse (Absent) Ian Ludlow Sue Kent



<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome / Decisions Made</b>	<b>Actions Required – By whom and when</b>
1.	Welcome and apologies.	New members Aislinn Dunne and Gerry Moran were welcomed, Gerry Moran had sent his apologies. Kamal Tribak was welcomed online to the meeting.	None.
2.	New members	Patrick Rochford invited Aislinn to introduce herself to the members. She said she felt that as a member of the Ballycanew Ballyoughter Development Association & LCDC PPN Rep that most people knew her she was happy to be on board. Patrick Rochford thanked outgoing members Kevin Molloy & Tommy Cullen for their huge contribution to the PPN over the years.	None.
3.	Agreement of Minutes from the 8 <sup>th</sup> of May 2023.	Minutes were proposed by Bernard O’Leary & seconded by Linda Sinnott	None.
4.	Matters arising from the minutes	Survey due to be sent out to the members regarding PPN improvements. In addition to the survey the weekly bulletin	Ian to send out survey to members and report its findings.

	from the 12 <sup>th</sup> of June 2023	<p>to members will include a request for the bulletin to be shared among the members group and ask that a member of the group be appointed to attend the MD Rep meetings in order to share information and to put forward any concerns in their areas to be addressed by the MD Rep.</p> <p>Ian had contacted LEO and is waiting on a date to meet with them to discuss any opportunities for Social Enterprises for supports.</p>	<p>Bulletins to include contacts for groups.</p> <p>Ian to Contact LEO.</p>
5.	New Group Registrations	<p>The following new groups were approved:</p> <p>Hook Residents Association Cushinstown Community Development</p> <p>Ann and Breda had reviewed the groups applications prior to the meeting.</p>	Ian to convert the group on Salesforce.
6.	Climate Action Update.	<p>Ian suggested that Climate Action be a recurring agenda item for Secretariat meetings. Wexford Cunty Council's Climate Action Team were seen as a good opportunity for PPN groups to get support on climate action. Ian confirmed that the PPN would form part of the Climate Action Plan for the Council, specifically for developing Toolkits/Climate Action Plans for community groups.</p> <p>It was discussed that while people want to help maybe starting with small achievable projects within the home like conserving energy and water to food waste might be the way forward.</p>	Ian to progress work with the Climate Action Team.
7.	Finance Update	Ian presented the updated expenditure for the first half of the year. It was felt that the core spending would be achieved, however the budget for 2024 would leave very little room for the PPN programme.	Ian to continue discussions with Wexford CoCo in relation to hosting fee for 2024.

		<p>Ian confirmed that the DRCD carry over funding for the website was €15,000 in 2023. The finished product was forecast to cost around half of that.</p> <p>Aislinn suggested that video equipment, eg a drone, a projector, laptop tablet, or a portable PA system could be purchased for use at outdoor events. It was stressed that the money if not spent must go back to the department it can not be used for other projects.</p>	Ian to send Page blurbs to the Secretariat for review.
8.	Linkage Groups (Community Growers)	It was proposed that minutes from the previous event with Healthy Wexford & Community Growers attended by Kamal & Breda which was set up to promote Climate Actions in Community groups should be shared and discussed at the next meeting.	Sue to source minutes and circulate among Secretariat members and representatives.
9.	Correspondence	<p>Six tickets to the Annual Conference which this year will be held in the Arklow Bay Hotel on the 5<sup>th</sup> &amp; 6<sup>th</sup> of October 2023 will be circulated to Wexford County Council's CEO and Cathaoirleach which leaves 4 to the members. It was suggested that new members and staff should be encouraged to attend as it is really a two-day event with the Gala Dinner but is a great opportunity to network as it is a national event.</p> <p>Proposed letters to the Minister arising out of the Gorey MD meeting were circulated to the Secretariat, it was proposed that any comments or amendments forwarded to Wexford PPN and in agreement the letters be sent from Wexford PPN.</p>	<p>Ian &amp; Sue to contact re deadline for placing bookings.</p> <p>Ian &amp; Sue to forward the letters to the Minister when agreed.</p>
10.	CLG Feasibility Study	It was proposed that a meeting with Waterford CLG be arranged to discuss the pros and cons of Wexford declaring as a CLG. Ian & Sue offered to support and assist in gathering information as it was important the Secretariat and its members make an informed decision.	Ian to arrange Meeting in September if possible.

		Aislinn confirmed she would start working on a “pros and cons” document.	
11.	Review of PPN Rep Vacancies.	<p>Patrick Rochford was the only nomination for the Wexford MD Rep, and he was proposed by Bernard O’Leary &amp; seconded by Breda Cahill Sinead Cashin was the only nomination for the New Ross Town Centre First committee and was proposed by Breda Cahill and seconded by Bernard O’Leary.</p> <p>As Linda Sinnott &amp; Peter Doyle were nominated for the Community &amp; Voluntary position it was proposed to contact Peter Doyle to see if he was still interested in the nomination and if he is an election would be proposed if not it was agreed Linda Sinnott would be appointed.</p> <p>There are still 4 seats to be filled. There were no nominations received for the Social Inclusion and Environmental Secretariat seats, or the Economic Development SPC and Enniscorthy Town Centre First Committee. Tommy Cullen was suggested for this role Enniscorthy Town Centre First role.</p> <p>It was agreed that all new reps should undergo a mandatory induction before they attend any meetings on behalf of the PPN. All 4 positions would be advertised in September.</p>	<p>None.</p> <p>Ian to contact Sinead.</p> <p>Ian/Sue to follow up and determine if election is needed.</p> <p>Ian to advertise again in September.</p> <p>Sue to contact Tommy.</p> <p>Further work required on this, may fall under Reps raining scheduled for September.</p>
12.	Training Needs Analysis	Training for all Secretariat Members and representatives is being organised with Waterford, Carlow, Kilkenny, Tipperary & Wicklow PNNs, to be held in Kilkenny date tbc	Ian to follow up with the date
13.	AOB.	It was proposed that the weekly bulletins include the electoral information and the link to the reps on the website and asking member groups to appoint a PPN Rep to attend District Meetings. It was also suggested going forward that all minutes of the meetings be circulated among the	

		<p>Secretariat and the Reps as well as being uploaded to the website.</p> <p>Aislinn confirmed that correspondence had been received from Dymphna in relation to the forming of a working group to address community grant applications.</p>	<p>Aislinn to progress.</p>
14.	Date of Next Meeting	The 11 <sup>th</sup> of September 2023 @ 10am	