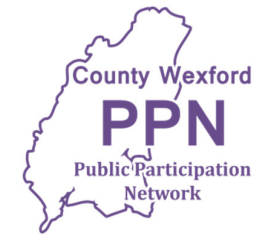


Ian Ludlow Sue Kent	Coordinator Development Officer
Committee Name	Secretariat September Meeting 2023
Date of Meeting Specify in person or online	11 th September 2023 @ 10am In-person / online facility in Block A First Floor County Hall Wexford.

In Attendance:
In attendance: Ann Lacey Breda Cahill Linda Sinnott Sue Kent Ian Ludlow Gerry Moran - Online



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	<p>A quorum was not achieved, however it was agreed to go ahead with the meeting but agreed no decisions could be made. Suggestions regarding items on the agenda could be carried forward to the next meeting.</p> <p>Bernard, Patrick & Kamal had sent apologies.</p> <p>Gerry Moran joined online, his first meeting as a Secretariat member and was introduced and welcomed by Ian and members present. Linda Sinnott was also welcomed as a new secretariat member following the election on the 29th of August 2023, having previously served as an interim Rep since September 2022.</p> <p>A note of sympathy was passed to the family, friends and colleagues of the late Breda O’Sullivan RIP, former Secretariat member and Representative of the PPN.</p>	All suggestions and queries arising out of the agenda to be minuted for review and discussion at the next meeting on the 9 th of October 2023

2.	New Facilitator	Patrick Rochford's term as Facilitator has come to an end. A new Facilitator will be appointed at the next meeting. Linda Sinnott expressed an interest in the role.	Appointment of new Facilitator to take place at the next monthly meeting in October.
3.	Agreement of Minutes from the 10 th of July 2023.	Minutes were proposed Ann Lacey & seconded by Linda Sinnott	None.
4.	Matters arising from the minutes	Ian confirmed that he was still trying to arrange a meeting with LEO, however with annual leave and busy schedules it was proving to be difficult.	Ian to follow up with LEO to arrange the meeting.
5.	New Group Registrations	<p>The following 6 new groups were submitted for approval:</p> <p>Meals on Wheels Gorey Wexford Active Retirement Group Independent Living Movement Ireland GlynnBarntown GAA Club Courtown Heritage Group Gorey Community Development Group</p> <p>As the new group registrations were discussed it was stressed that it was important and beneficial for the MD rep to meet & link in with new groups, establishing contact and listening to their views and aims. This connection between groups reps and the Secretariat is something that must be encouraged and supported.</p> <p>Regarding new registrations and financial controls. It was suggested that there is a need for further discussion, especially in light of the reference stating that 'this is not a requirement for PPN membership'. This is noteworthy as financial procedures are outlined as a requirement on page 31 in the handbook. It was agreed that this item be addressed at the next meeting.</p>	<p>All groups must be approved at a full meeting.</p> <p>Ian had confirmed that Aislinn had concerns with Gorey Community Development Group not having a bank account/financial procedure in place, however it was noted that this was not a requirement for PPN membership.</p> <p>It was agreed that Aislinn would however contact Gorey Development Group to assist in setting this up if required.</p> <p>Registrations of all groups will be deferred to October's meeting.</p> <p>Ian to find out what the best options are for community groups setting up an account and is to contact providers regarding their products.</p>

6.	Climate Action Update.	<p>Ian met with Clinton Donovan, the new Community Climate Action Officer in the Council's Climate Action Team and he is very interested in working with the PPN. They discussed meeting with Thematic and Linkage Groups and producing a Toolkit together, as part of the Council's Climate Action Plan.</p> <p>There is a Community Climate Action Fund coming on stream soon and Clinton will host info sessions for Community Groups on the fund.</p> <p>Ann Lacey felt that the PPN should adopt a stronger approach to the Climate Action Plan and Breda Cahill stated the Secretariat should write to the DRCD to be included in it.</p>	<p>Ian to progress work with the Climate Action Officer Clinton Donovan.</p> <p>Bulletins to include information on upcoming Climate Action Fund info sessions.</p>
7.	MD & Plenary Meetings	<p>It was proposed to organise 5 MD Meetings in October, with following suggested dates:</p> <ul style="list-style-type: none"> Oct 10th Wexford MD Oct 11th New Ross MD Oct 12th Enniscorthy MD Oct 17th Rosslare MD Oct 18th Gorey <p>It was proposed all meetings would be held in local Community Halls and would be advertised in local media to try and attract new groups to the meetings.</p> <p>A brief discussion took place for the Plenary Meeting, with a proposed date of the 16th of November, with a theme of connecting Reps with Groups, and exploring Thematic Groups.</p> <p>It was also proposed to hold the Plenary in a community hall – Ballyfad & Oylgate Community Halls were mentioned. It was proposed to advertise the Plenary meeting in the</p>	<p>Ian to send an email to all MD/Secretariat Reps regarding meetings.</p>

		local newspapers, PPN bulletins and all social media platforms to attract a larger attendance.	
8.	Finance Update	<p>Ian presented the September Finance report. It was felt that spending was slightly behind but was estimated to be approx. €139k for the year.</p> <p>A discussion then took place about spending any surplus funding from the website design. Suggestions included to buy or hire a drone, camera equipment and projectors for example. It was agreed that Ian contact the DRCD for approval to spend the funding on equipment.</p> <p>Ian discussed the hosting fee paid to the council in the amount of €8000 he was hoping to have this fee withdrawn for next year. He suggested a meeting to be held of the Finance sub-committee.</p> <p>Ian gave an update on the Strategic Plan design and website design, both projects were progressing.</p>	<p>Ian to arrange a meeting of the Finance sub-committee.</p> <p>Ian to contact DCRD.</p> <p>Ian to continue discussions with the Council's Finance Dept.</p>
9.	Review of PPN Rep Vacancies / Election Results	<p>Current PPN Vacancies were discussed:</p> <ul style="list-style-type: none"> 1 Rosslare MD Secretariat 1 Environmental Rep Secretariat 1 Social Inclusion Rep Secretariat 1 Fisheries Local Action Group (FLAG) for the SE Rep 1 Enniscorthy Town Centre First Rep 1 Economic Development & Enterprise SPC Rep <p>Breda Cahill expressed an interest in the Enniscorthy Town Centre First Position, and it was suggested that Tommy Cullen be proposed for the Economic Development & Enterprise SPC Social Inclusion Representative Position.</p>	<p>Breda Cahill to contact Tommy Cullen</p>

		<p>There were also expressions of interest for the Environmental and Social Inclusion Secretariat seats following the previous call for nominations.</p> <p>It was agreed that The Rosslare & FLAG positions be advertised.</p> <p>A discussion on current terms of Secretariat positions took place and it was noted that 4 terms would come to end in March 2024. The Handbook was referenced in relation to not having PPN election cycles at the same time as Council Election cycles, and that a plan must be put in place as soon as possible to avoid this.</p> <p>Ian confirmed that he would update the Terms of Secretariats file and send out to the Secretariat for review.</p> <p>A discussion on the recent Community & Voluntary election took place. Referring to the constitution some members felt that more information should be put on the ballot papers such as the district or PPN group numbers to give an overall view of where the vote is coming from and to use this information to target areas not engaging in the election process. According to the election policy, it states that Co. Wexford PPN receives the votes, checks the membership group name against the PPN database and if everything is correct, the vote is accepted. Linda stated she was querying why this step was omitted, as it could have offered valuable feedback to the PPN as to what districts are engaging in the election and target areas that are not with more information and support.</p> <p>Ian voiced concern that this may potentially harm the anonymous nature of an election and should be discussed further. He also assured the Secretariat that only eligible</p>	<p>Ian to follow up with the Expressions of Interests.</p> <p>Ian to advertise posts.</p> <p>Ian to send out updated Secretariat file.</p>
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		<p>groups were sent ballot papers and that the ballot papers were embossed to ensure no fraudulent activity could take place. Stamp addressed envelopes received on time were opened in the presence of two Secretariat members, Breda Cahill and Bernard O'Leary and staff and were checked for the embossed mark. Then the count took place.</p> <p>As it stands 35% of the eligible groups took part in the election and it was noted that Linda had gained the majority of the vote, but her role could not be formalised until the next Secretariat meeting.</p> <p>Linda requested to be minuted that the final draft of her Bio was not used. Ian apologised for the wrong draft being used.</p>	
10.	Correspondence	<p>It was noted that there was a request for a PPN Rep on the FLAG committee, item covered previously.</p> <p>Ian suggested that the Secretariat contact Kevin Molloy in relation to recent correspondence about his Secretariat nominations.</p>	Secretariat to contact Kevin Molloy.
11.	Sub committee's Review	<p>Breda and Ann expressed an interest in joining the Staff Liaison Committee and felt that the third person should be male to ensure good gender balance. Ian confirmed he would create a Terms of Reference for the committee.</p> <p>It was proposed to set up sub-Committee of the working group for the Thematic & Linkage Groups.</p>	<p>Ian to send Terms of Reference to committee for review.</p> <p>Further discussion required.</p>
12.	CLG Feasibility Study	<p>There was no update on the CLG feasibility study however there was a brief discussion about the idea of the PPN being externally hosted as a first step in the process.</p>	
13.	Training for Reps /Groups	<p>It was felt that the interest in attending the Brian Harvey workshop for Reps was poor. The training is due on 23rd September, Linda confirmed that she would attend.</p>	

		Ian also asked the Secretariat to review the proposed Group's training workshops so he could start booking venues. Ann asked that the details be resent for review.	Ian to send out details by email.
14.	AOB.	<p>It was proposed that a hard copy ring binder policy pack be created for Secretariat members. The members were advised that these were on order.</p> <p>A brief discussion also took place on creating an induction pack or handbook for PPN Reps. It was noted that some other PPNs had this in place and might be used as a template for Wexford PPN.</p>	
15.	Date of Next Meeting	The 9 th of October 2023.	