

**Secretariat of Wexford Public Participation Network (PPN)  
Meeting on 12.2.2016**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Friday, 12<sup>th</sup> February, 2016 at 10.30 a.m. in Block A,  
County Hall, Carricklawn, Wexford.**

**Attendance:**

PPN Members:

Mr. Seán Quirke	Community & Voluntary Sector (Facilitator)
Ms. Frances Ryan	New Ross Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Ms. Susan Murphy	Social Inclusion Sector
Mr. John Carr	Wexford Municipal District
Ms. Jacqui Eydt	PPN Resource Co-ordinator

**1. Apologies:**

Mr. Thomas Cullen	Social Inclusion Sector
Mr. Paddy Redmond	Enniscorthy Municipal District
Mr. Pat Rath	Community & Voluntary Sector

**2. Vote of Sympathy:**

The members of the PPN Secretariat extended their sympathies, to the Chief Officer, Mr. Ger Mackey, on the recent bereavement the death of his mother.

Ms. J Eydt the resource worker was welcomed back by the members following her recent absence.

**3. Adoption of the Minutes:**

The signing of the Minutes of the last PPN Secretariat meeting was deferred until the next Secretariat meeting.

**4. Correspondence:**

- Correspondence from a Secretariat member was received and it was unanimously decided to defer decision and until the next PPN Secretariat meeting.
- Correspondence from Bundlebee defer to next meeting.
- Correspondence from DECLG regarding Client relationship management system was noted.

**5. Matters arising:**

**6. Subcommittee Meeting**

Mr. Sean Quirke gave a comprehensive report on the subcommittees recent meeting and recommendations on an action Plan for 2016.

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The following issues were reported by Mr. Sean Quirke on behalf of the Sub Committee

- 1. Appointment of Resource Worker and Accommodation - Committee agreed to go with option 3 in PPN guidelines i.e. new recruit to local authority with office in Council Offices and arrange drop in points in the 4 districts at various and regular times during the year etc.*
- 2. Procedures for setting up company - Not now required as going with option above.*
- 3. Follow up on non registration - look up last year's groups that did not renew registration and check with other groups e.g. WLD for groups registered with them.*
- 4. Municipal Districts - break groups in 3 above into districts and follow up non-registered groups.*
- 5 Future PPN structures - Agreed to follow guidelines as issued for PPN.*
- 6 Funding - grants etc - to be assessed going forward (e.g. WLD/Tus/Job Bridge etc.) when Resource worker is appointed.*
- 7 Communications - Drop the Idea of supplying Ipad and explore the idea of dedicated App on Smart Phones for PPN -no panic on this.  
Develop own Headed paper - John Carr to explore.*
- 8. Reporting Structures - Set up meeting of all reps. of PPN on Committees etc. and set up guide lines for reporting structures and also get the message to each rep. that they are representation the County and not their own Interest group or area.*
- 9 Compile list of Organisations that require PPN members - To be examined when resource worker is appointed.*
- 10. Panels from previous elections to be compiled - to fill vacancies when they arise. Also we suggest term of committees appointments should be the same the Co. Council term.*
- 11. Appointment of additional members to PPN Secretariat - The committee suggests that we leave it as original appointments as per guidelines as felt it gave a fair representation across the county.*

*The Subcommittee also suggests that we invite in Michael Darcy of the Three Sisters group to give a presentation to the Secretariat.*

The Secretariat discussed

- ✓ point 3 and requested a list of relevant organisations be prepared.

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- ✓ Point 7. John Carr is to look at designing a Logo for the Wexford PPN and is to include the Wexford Council Logo on bottom of headed paper.
- ✓ point 10. As advised by the Department a new election must be held for each seat that arises each year. The Secretariat agreed to this however if a seat becomes vacant following an election and prior to re registration then the next elected candidate will be asked to take the seat.
- ✓ Point 11. The Secretariat requested that job description for the Resource Worker recently advertised be sent to each of them.

The Secretariat requested that the Three Sisters Coordinator is to be asked to do a presentation to the Secretariat and then at each of the PPN Municipal Meetings.

Kevin Molloy expressed his concern again that the Active Retired groups are not part of the Social Inclusion Pillar nationally. It was agreed that this was a National decision and should be approached by the National Active Retired body with the Department. Mr. Molloy was asked to prepare a presentation on the Active Retired Groups in Wexford to include wellbeing.

### **7. Proposed Facilitator and items for next agenda.**

It was proposed by Frances Ryan and seconded by Susan Murphy that Sean Quirke remain as Chairperson of the PPN Secretariat until such a time that the new Resource worker is appointed.

The following items are to be included on the Agenda for the next Secretariat meeting

- Expenses for PPN Secretariat Members -rates are to be addressed to the County Development Officer
- Filling of vacant positions on the Secretariat
- Expenses for PPN Secretariat Members
- Reporting Structures for Committees
- Procedure for handover to Resource Worker

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**8. Any Other Business**

Travel expenses for the PPN Secretariat members attending the Secretariat was discussed as this is funded by the PPN budget. Kevin Molloy proposed and John Carr seconded that a rate of €25 be paid to each member for attending each PPN Secretariat meeting.

The travel expenses for PPN elected representatives on Council SPC's and LCDC was referred to the Council and a response is awaited.

The Next meeting will be held on 10.30 a.m. on Friday 11<sup>th</sup> March 2016.

This concluded the business of the meeting.

\_\_\_\_\_  
Facilitator

Dated \_\_\_\_\_, 2016.

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Second Member