

# Secretariat of Wexford Public Participation Network (PPN) Meeting on 13.01.2020

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Monday 13<sup>th</sup> January 2020 at 10.00am in Members Canteen,  
County Hall, Carricklawn, Wexford.

## Attendance:

PPN Secretariat Members:

Mr. Noel Stacey	Social Inclusion Sector (Facilitator)
Mr. John Carr	Wexford Municipal District
Ms. Ann Lacey	New Ross Municipal District ( <i>joined meeting at 10.25am</i> )
Mr Bernard O'Leary	Enniscorthy Municipal District (Interim)
Mr. Jonathan King	Community & Voluntary Sector
Mr. Pat Rath	Community & Voluntary Sector
Mr. Thomas Cullen	Social Inclusion Sector

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
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## Apologies:

Mr. Kevin Molloy	Gorey Municipal District
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### **1. Secretariat Agenda Structure, Policies & Procedures**

Following recent correspondence from Secretariat members PPN SO asked for clarification around protocol for agreeing agendas, scheduling meetings, and procedures for decision making. As proposed by Jonathan King, and seconded by Bernard O'Leary, it was agreed to set up an Executive that would be the liaison for PPN SO and responsible for developing Secretariat procedures and policies around finance and administration. **Action:** Executive members to be agreed at next Secretariat with all members to consider by that time.

*Ann Lacey joined the meeting after item 1*

### **2. Adoption of the Minutes:**

Following some discussion it was agreed, as proposed by Thomas Cullen & seconded by John Carr, to slightly revise minutes and to provide for approval at next Secretariat meeting **Action:** PPN SO to revise as discussed

### **3. Matters arising from the Minutes:**

None

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### **4. Correspondence:**

- A number of items of correspondence we provided to the PPN SO at the meeting which was feedback to Disability letters issued. This included correspondence from WCC Head of Community, Sports Active, Sport Ireland, WCC Access Officer & An Garda Siochana). This correspondence is to be scanned and sent to members and referred to the Disability Sub-committee along with correspondence already received from Irish Rail & NTA. This was proposed by John Carr and seconded by Jonathan King
- PPN SO shared card received which identified that Wexford PPN Secretariat had been nominated for a Volunteer Ireland Award.

### **5. LCDC Election Schedule**

- The proposed election schedule and approach for LCDC Social Inclusion Seat provided by PPN SO on 7<sup>th</sup> January was approved as proposed by Ann Lacey & seconded by Jonathan King **Action:** PPN SO to progress
- Bernard O'Leary, Noel Stacey, and John Carr agreed to conduct the election count at 10 am on 30<sup>th</sup> January. **Action:** PPN SO to arrange room and advise.

### **6. Handbook Review**

- Details of the meeting and the feedback compiled by Secretariat members on 6<sup>th</sup> January, and the subsequent Secretariat Network meeting attended by Noel Stacey on 9<sup>th</sup> January in Dublin, were discussed. A report from the Dublin meeting was circulated.
- PPN SO advised that she will feed into worker network feedback.

### **7. Reps Roundtable Planning**

Proposed agenda for 23<sup>rd</sup> January was discussed and agreed with tasks assigned to members for the evening. Action: PPN SO to prepare materials for evening.

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### **8. Plenary Planning**

Following a discussion the following was agreed

- Date 12<sup>th</sup> March (tbc)
- Location: possibly community location – Bernard O’ Leary to investigate and if not Riverside Park Hotel
- Theme: Connected Communities
- Possible Speakers:
  - Connecting for Life - Noel Stacey to contact Tracey Nugent
  - Befriending/Alone - Pat Rath & Jonathan King to approach speakers
  - SICAP – Annette to contact Clare Ryan WLD
  - Sports Active SIDO – John Carr to contact Sports Active
- Panel Discussion ‘ Increasing Connections in Our Community’
- Motions to be requested from Member in advance
- Event to include showcase for members and other organisations

An event sub-committee was formed to progress planning to be made up of Jonathan King, Pat Rath, Bernard O’Leary, Noel Stacey, & Ann Lacey. This sub-committee to meet at 10am on Monday 3<sup>rd</sup> February at County Hall to progress planning. **Action:** all to progress as outlined above.

### **9. Social Inclusion:**

A discussion was held and following concerns raised it was decided to include SICAP in the Plenary speakers line up.

### **10. Wicklow PPN Fieldtrip:**

Following a discussion it was agreed that Kilanerin may be a suitable venue and that April would be a suitable time. **Action:** PPN SO to discuss with members in the Kilanerin area

### **11. Meeting Schedule for 2020:**

- With the exception of the July meeting, which should be the 6<sup>th</sup> July, all Secretariat meeting dates proposed were accepted.
- A meeting of the disability sub-committee was also agreed for 20<sup>th</sup> January at 10a in County Hall. **Action:** PPN to arrange and circulate correspondence in advance of this meeting.

### **12. Expenses Policy:**

As proposed by Noel Stacey and seconded by Pat Rath it was agreed to change the PPN Expenses Policy from Per Diem payments to Travel & Subsistence. PPN SO was advised that no payments to be made until after adoption of a new policy by the plenary in March. This new policy is to be drafted by the new Executive referenced in item 1 **Action:** PPN SO to advise Reps and ask for indemnification on motor certificates.

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**13. Consultations:**

PPN SO advised of a number of key consultations happening currently, including Sustainable Mobility and Draft Volunteering Strategy, and asked if Wexford PPN would hold consultation sessions or make submissions. A decision was taken that no action was required beyond sending to members.

**14. AOB:**

- Volunteer Expo Wexford 28<sup>th</sup> Jan – Agreed that Wexford PPN should showcase. Ann Lacey & Noel Stacey agreed to set up and man the stand for the event
- Concern was raised over PPN Public Liability. PPN SO advised that Wexford PPN is covered under Wexford County Council Policy. **Action:** This cover is to be included in MOU revision
- PPN SO advised that she will follow up with WCC re MOU meeting as awaiting feedback.

**15. Date & Facilitator for next meeting**

The facilitator of the next meeting is Noel Stacey. The next meeting will be held at **10.00 on Monday 10<sup>th</sup> February 2020** in County Hall, in downstairs meeting room, in Block A.

This concluded the business of the meeting.

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Facilitator

Dated \_\_\_\_\_, 2020.

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Second Member