

Secretariat of Wexford Public Participation Network (PPN) Meeting on 17.12.2019

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 17th December 2019 at 10.00am in Upstairs Meeting Room Block E,
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 10.20am</i>)
Mr. Jonathan King	Community & Voluntary Sector
Mr Bernard O'Leary	Enniscorthy Municipal District (Interim)

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
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Apologies:

Mr. Kevin Molloy	Gorey Municipal District
Mr. Thomas Cullen	Social Inclusion Sector
Mr. Pat Rath	Community & Voluntary Sector

1. Adoption of the Minutes:

- The minutes of the PPN Secretariat meeting of the 12th November 2019 were approved as proposed by Bernard O'Leary and seconded by Jonathan King.
- With a clarification to Item 4 that the budget remains to be signed off the minutes of the PPN Secretariat Strategy meeting of the 22nd November 2019 were approved as proposed by John Carr and seconded by Noel Stacey.

2. Matters arising from the Minutes:

Facilitator reviewed the minutes of the 12th November for an update on outstanding actions and the following was noted:

- a. Volunteer Centre board deadline extended to January.
- b. Correspondence re support worker funding not yet received and staffing to be added to the January agenda for meeting with WCC
- c. LCDC Rep Report outstanding
- d. Plenary Press Release provided but some information not available to author. **Action:** PPN SO to source information where possible and send to Noel Stacey to complete report.

Ann Lacey joined the meeting after item 2a

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3. Correspondence:

Items not dealt with on the main agenda:

- a. Collaboration with WCC on promotion of the Development Plan was agreed
- b. Secretariat members agreed to meet to prepare feedback on the draft Handbook for collation by John Carr (Secretariat Network Rep) at County Hall on Monday 6th January at 10am. **Action:** All Secretariat members who cannot attend this meeting to provide feedback to John Carr directly in advance of the meeting. PPN SO to arrange room.

4. Representation Requests Nomination Review

- With no nominations received for LTACC seats and following a discussion a decision was taken to extend the nomination period to 31st January as proposed by Jonathan King and seconded by Bernard O’Leary. **Action:** PPN SO to arrange same.
- LCDC Social Inclusion nominations received were reviewed and approved and with more nominees than seats available it will proceed to election in January as proposed by John Carr & seconded Bernard O’Leary. **Action:** PPN SO to arrange same.
- Following a discussion on remaining vacancies and interim seats a decision was taken to wait until March to review same as proposed by Ann Lacey & seconded by John Carr
- A decision was taken to hold a Reps Roundtable at 6pm on 23rd January with proposed venue as Templeshannon. **Action:** PPN SO to arrange

5. Update from Disability Sub-Committee

- Meeting outcome from 22nd November and the following was clarified:
 - Pat Rath to draft response to Amanda Byrne letter, it is to be reviewed by Sub-committee and provided as a recommended response for approval at next Secretariat.
 - Area of training in Disability awareness to be explored by the sub-committee
 - Linkage group roll out advise to PPN SO – still under discussion
 - Support Worker should have read Support Officer in meeting outcome
- Confirmed Disability letters were issued and some responses received which are to be referred to the subcommittee. These responses were:
 - Amanda Byrne correspondence of 3rd December
 - DTTAS correspondence of 10th DecemberAgreed that any further correspondence received is to be referred to the Secretariat, in the first instance.
- PPN Secretariat agreed to support the recommendation of the sub-committee for Wexford PPN to hold a Disability Conference in 2020 as proposed by Jonathan King and seconded by Noel Stacey.

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6. 2020 Workplan & Budget Planning:

- The Workplan Objectives and Actions for 2020 as set out in the draft provided by PPN SO on 2nd December following the Strategy Meeting were agreed as proposed by John Carr and seconded by Bernard O’Leary.
- With a need for review of the proposed Budget this was delayed to the end of the meeting.

7. MOU Review:

- Following a discussion, and as proposed by Bernard O’Leary and seconded by Jonathan King, it was agreed to ask WCC to extend the current MOU for two months while the new MOU is reviewed and updated. **Action:** PPN SO to correspond with WCC
- Agreed to seek a meeting with Amanda Byrne to review the MOU and that Secretariat will meet one hour before this agreed meeting to discuss in advance. Not all Secretariat members will be required to attend but representation of the Secretariat. However, those not attending should provide any views or concerns in advance. **Action:** PPN SO to arrange meeting.

8. Membership Meeting Review:

- A discussion was held regarding Municipal District November meetings and it was agreed that the follow up actions would be issued to members. **Action:** PPN SO to arrange same
- Vision Launch Event – facilitator asked thanks be recorded to Ann Lacey & Jonathan King for depth of work on the Vision statement development and launch. Acknowledgement also to designer and printer for good work. A contribution of €250 was agreed to Social Justice Ireland as proposed by Bernard O’Leary & seconded by Ann Lacey. **Action:** PPN SO to arrange same

9. Regional PPN TOR:

As proposed by Ann Lacey & seconded by John Carr the draft regional PPN Terms of Reference were agreed subject to review in case of any Handbook conflict.

10. Information Bulletin Distribution requests:

As proposed by Ann Lacey & seconded by John Carr it was agreed that District Office managers should receive copies of the information bulletin in keeping with rationale for sharing to other agencies i.e. that they engage with community groups who are or could be members of Wexford PPN. **Action:** PPN SO to action

11. PPN Conference Feedback:

Two reports from attendees remain outstanding. Ann Lacey committed to provision by 6th January and all agreed PPN SO to progress with report compilation at that time **Action:** Member to provide report and PPN SO to compile on receipt of same.

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12. Meeting Schedule for 2020:

Members agreed to change meeting day to Monday mornings. The next meeting was agreed for 10am on Monday 13th January and PPN SO to draft schedule for year for review at that meeting. **Action:** PPN SO to compile.

13. AOB:

- PPN SO advised that Pat Rath had requested Expenses Policy be included on January agenda. Meeting reminded that Social Inclusion & Wicklow PPN Fieldtrip also requested for inclusion on January agenda. **Action:** PPN SO to include
- PPN SO advised of Director of Service John Carley retirement.
- Noel Stacey advised that he was verbally advised that Connecting For Life is disbanding – awaiting written clarification.

14. 2020 Budget Review:

Following discussions the following review was agreed to the draft issued on 2nd December:

- Reduction of Disability Conference fee to €2,000
- Increase of Training fee to €2,500
- Decision taken not to allocate any funding to Strategy Development for 2020 but to review in 2021
- Any additional funding available during the year will be directed to Training
- Totals corrected to reflect a proposed budget of €82,204.47

This was proposed by John Carr and seconded by Jonathan King

Action: PPN SO to revise budget and update Draft Workplan & Budget Summary for 2020.

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 13th January 2020** in County Hall, in upstairs meeting room, in Block A.

This concluded the business of the meeting.

Facilitator

Dated _____, 2020.

Second Member